

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-47			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-16-003		Contract Period   07/01/2016   To   06/30/2021 Base                      Option Period Number      2		Title of Work Assignment/SF Site Name Waste & Decentralized Systems					
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019			
Comments:									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund           <span>Accounting and Appropriations Data</span> <input checked="" type="checkbox"/> Non-Superfund         </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)  (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
07/01/2016   To   06/30/2021									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name    Gajindar Singh  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Signature)</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-0634 FAX Number:			
Project Officer Name    Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Signature)</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Signature)</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name    Brad Heath <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">(Signature)</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">7/1/2018 (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-16-003  
WORK ASSIGNMENT 2-47**

**TITLE:** Providing Assistance to Wastewater and Decentralized Systems

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR)**

Gajindar Singh  
U.S. EPA (Mail Code 4204M)  
Phone: 202-564-0634  
Email: [singh.gajindar@epa.gov](mailto:singh.gajindar@epa.gov)

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S  
REPRESENTATIVE (AWACOR)**

Smiti Nepal  
U.S. EPA (Mail Code 4204M)  
Phone: 202-564-2457  
Email: [smiti.nepal@epa.gov](mailto:smiti.nepal@epa.gov)

**PERIOD OF PERFORMANCE:** July 1, 2018 to June 30, 2019

**ESTIMATED LEVEL OF EFFORT:** 1026 hours

**BACKGROUND:** Growing public awareness and concern for controlling water pollution led to enactment of the Federal Water Pollution Control Act Amendments of 1972. As amended in 1977, this law became commonly known as the Clean Water Act (CWA). The Act established the basic structure for regulating discharges of pollutants into the waters of the United States. It gave EPA the authority to implement pollution control programs such as setting wastewater standards for industry. It also funded the construction of sewage treatment plants under the construction grants program and recognized the need for planning to address the critical problems posed by nonpoint source pollution.

Subsequent enactments modified some of the earlier Clean Water Act provisions. Revisions in 1981 streamlined the municipal construction grants process, improving the capabilities of treatment plants built under the program. Changes in 1987 phased out the construction grants program, replacing it with the State Water Pollution Control Revolving Fund, more commonly known as the Clean Water State Revolving Fund (CWSRF). The 1987 amendments also established Title II grants for territories and the Clean Water Tribal Set Aside (CWISA) program.

Many small and rural communities, including those in Indian Country and along the U.S.-Mexico border, struggle with aging or inadequate wastewater treatment systems, or do not have access to basic wastewater services. Small communities have 10,000 or fewer people and an



average daily wastewater flow of less than 1 million gallons. Due to limited capacity, these communities are vulnerable to both natural disasters and man-made incidents. The Sustainable Communities Infrastructure Branch (SCIB) in EPA's Office of Wastewater Management focuses on supporting these communities by providing funding needed for infrastructure improvements; technical support to ensure proper operations and maintenance, resiliency, and asset management for centralized wastewater treatment systems; and provide resources about the proper design and maintenance for onsite wastewater treatment systems.

Lagoon-based wastewater treatment systems have been widely used in the United States and around the world for both municipal and industrial applications. These systems are attractive particularly to small communities due to their low operating cost, built in solids storage, and low minimal operating requirements. Where land availability and proper topography are favorable, lagoon-based systems are the preferred process for removal of biochemical oxygen demand (BOD) and total suspended solids (TSS) of the wastewater, usually to the 30-50 mg/L range. Conventional lagoon systems generally contain multiple cells or multiple earthen basins, typically with relatively long hydraulic retention times (HRTs). They are usually once through systems with no recycle of biological solids. Some of the limitations cited for conventional lagoon systems are large land area requirements, limited nutrient (Nitrogen and Phosphorus) removal, reduced cold weather performance, limited ability to control algae and suspended solids especially in warm weather, and limited BOD and suspended solids reduction to levels below 30-50 mg/L.

Several advanced lagoon treatment technologies, retrofit options, and add-on systems have been developed allowing lagoon systems to achieve performance comparable or exceeding activated sludge processes. This includes advanced treatment levels for BOD and TSS, Ammonia control to very low concentrations even at very cold temperatures, nutrient (N and P) removal to low levels, year-round performance in warm or cold climates, and low operation and maintenance requirements.

SCIB does this through leading or supporting the following programs:

#### **1(a) The Clean Water Indian Set-aside Program**

The CWISA program aims to increase access to safe drinking water and basic sanitation in Indian Country. CWISA funds are used for the planning, design, and construction of wastewater treatment systems in American Indian and Alaskan Native (AI/AN) communities. In addition, EPA is a cornerstone in the multi-agency tribal Infrastructure Task Force (ITF) that was created in 2007 to develop and coordinate federal activities in delivering water infrastructure, wastewater infrastructure and solid waste management services to tribal communities. The federal partners are Department of Agriculture, Environmental Protection Agency, Department of Health and Human Services, Department of Housing and Urban Development, and Department of the Interior. More information about the ITF is available at <http://www.epa.gov/tribal/federal-infrastructure-task-force-improve-access-safe-drinking-water-and-basic-sanitation>.

### **1(b) Small Water System Technical Training Workshops**

In 2011, SCIB began conducting Small Water System Technical Training Workshops. Since then, it has delivered 19 trainings to approximately 604 participants from tribes and small rural communities. The workshops focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems to ensure sustainability and resiliency by proper operation and maintenance. More information about these workshops/ or small systems is available at: <https://www.epa.gov/small-and-rural-wastewater-systems/tools-training-and-technical-assistance-small-and-rural#training>

### **2 The Wastewater Technology and Innovation Program**

The Wastewater Technology and Innovation Program monitors emerging technical issues, encourages adoption of new technologies, and supports the appropriate use of existing technologies that provide communities cost-effective technical solutions needed to protect public health and the environment. Furthermore, the Program collaborates with stakeholders in emerging technologies and provides expert advice and high-quality, timely information and tools to OWM leadership and programs, EPA regions, utilities, and funding organizations. The Program also collaborate with Sustainable Utilities Management program to emphasize importance of technology adoption as a key element to sustainable utility.

### **3 Communications and Outreach Support**

SCIB serves as EPA's lead program on reaching a variety of underserved communities as well as those developing innovative technologies throughout the wastewater sector. In SCIB's efforts to best serve these stakeholders, SCIB continues to release documents, publications, and infographics. From annual report fact sheets to larger compendiums, SCIB strives to improve its messaging and how that message is delivered.

### **4 Providing Technical Information on Lagoon Technology**

The task 4 of this work assignment will be used in subsequent work to develop technical information to lagoon owners and regulators of small wastewater treatment systems on options to reduce ammonia and nutrient concentrations in the effluent from the lagoons.

**PURPOSE:** The purpose of this work assignment is to provide the contractor information and direction for the preparation of a specific work plan related to the above four programs.

**Objective 1. a** The objective of this work assignment Task 1 is to support the CWISA Program to increase access to safe drinking water and basic sanitation in Indian Country and to ensure that public funds are used in the most efficient and consistent manner. This includes providing support to increase information sharing and improve collaboration between the federal and tribal members of the tribal Infrastructure Task Force (ITF): EPA, USDA, IHS, HUD, DOI and Tribes. EPA is a cornerstone in the ITF and its primary facilitator. More details are available at: <http://www.epa.gov/tribal/federal-infrastructure-task-force-improve-access-safe-drinking-water-and-basic-sanitation> ).

**Objective 1. b** The other objective of this work assignment Task 1 for the contractor to deliver the Small Water and Wastewater System Technical Training Workshops **in an online webinar**

**format** for tribes and small rural communities that focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems, and decentralized systems.

**Objective 2.** A second objective for this work to provide technical support for the program activities associated with OWM's Technology Wastewater Program. The program goals include: keeping abreast on emerging technical issues, encourages adoption of new technologies, collaborates with stakeholders in emerging technologies and provides expert advice and high-quality, timely information and tools to OWM leadership and programs, EPA regions, utilities, and funding organization, and supports the appropriate use of existing technologies that provide communities cost-effective technical solutions needed to protect public health and the environment.

**Objective 3.** A third objective for of this work assignment is to support communications and outreach activities of programs managed by SCIB. SCIB's programs support small and rural communities to gain or improve their access to adequate sanitation and it is crucial that our products are designed in such a way as to be helpful to our target audiences. These audiences include communities along the US-Mexico Border, tribes, US territories and the District of Columbia, technical experts, and small wastewater communities.

**Objective 4.** A fourth objective for this work assignment is to conduct a review of the literature on the ammonia control and nutrient removal performance and costs of conventional municipal lagoon systems and lagoon upgrades, retrofits, and add-on processes. EPA will provide the contractor information and direction for the preparation of a specific work plan. The contractor will document the findings in a technical report. The project will include various types of municipal lagoons but the main emphasis of this project will be on municipal lagoon retrofits, upgrades, and add-on processes within the facility boundary to enhance ammonia control and nutrient removal and achieve lower and more consistent ammonia and nutrient effluent concentrations in warm and cold climates.

## **Quality Assurance**

The tasks in this work assignment will not require generating new environmental data or geographic information. The work in this work assignment do not require environmental data measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP). The contractor shall provide Monthly Financial Reports which among its tasks shall include a table with the invoice Level of Effort (LOE), and cost amount broken out by the tasks in this work assignment along with the progress on each task in detail.

## **Scope of Work**

### **Task 0: Work Plan, Budget Development, and Monthly Progress Reports**

The contractor shall develop a detailed work plan, which is the result of interpreting the statement of work and discussions with EPA on further direction on the work assignment that describes how each task will be carried out. The contractor shall also prepare a budget for the

accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. This task also includes bi-weekly telephone conferences between the work assignment COR and the project manager, each approximating one hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work assignment COR may require the contractor two trips to Washington, DC, to discuss the progress and direction of this work assignment.

Deliverables: Work plan, budget, and monthly progress and financial reports.

#### **Task 1 a. Support the Infrastructure Task Force (ITF)**

The contractor shall provide support to EPA, based on Objective 1 above, to increase information sharing and improve collaboration between ITF members (EPA, USDA, IHS, HUD, and Tribes).

This activity shall include the following:

A. The contractor shall provide support for up to 6 conference calls held by the Water Infrastructure Division, Sustainable Communities Infrastructure Branch. The contractor shall provide one technical expert, with a general knowledge of drinking water and wastewater issues and familiarity with EPA acronyms to participate on each call. Each call will last between one and two hours. The work assignment COR will provide a schedule of calls to the contractor.

B. It is anticipated that out of the 6 calls referenced in task above, up to 3 will be full member ITF calls. For these 3 calls, the contractor shall develop a meeting summary report and provide the draft meeting notes to the work assignment COR for review and comment. The summary at a minimum shall include a listing of all meeting attendees and meeting information including: 1) presentation information, 2) questions, 3) comments, 4) discussions and 5) action items. The length of the summary should be commensurate with the level of discussion at the meeting. The summary should be organized by session topic and include the ideas and suggestions of meeting groups, and then combined for the meeting as a whole. If possible, the summary should link common themes discussed during the meeting. The summary should not merely be lists copied from group flip charts, but rather should include analysis and combine similar ideas.

The contractor shall provide the draft summary and notes to the work assignment COR for review and comment. The contractor shall provide minutes for each teleconference in Microsoft Word format via email.

C. The contractor shall provide support for the ITF program as needed and defined by the ITF Principals (composed of management staff from EPA, USDA, IHS, HUD & DOI). Proposed activities include: annual report development (2-3) pages, development of up to

3 financial management modules, development of a technical white paper on remote monitoring and possible operation and control of water/wastewater utilities (up to about 10 pages) and meeting facilitation (two contractor personnel, likely in March 2019, at Denver, CO). These activities were discussed and recommended at recent ITF meetings. This scope of work includes time for review and comment; incorporation of changes; and time to edit, format, and prepare each document for publication online (508 compliant).

In the past Horsley Witten has provided support to the Infrastructure Task Force (ITF) program.

**Task 1 b: Deliver Technical Training Workshops to Small Water and Wastewater Systems**

The contractor shall provide Small Water System Technical Training workshops **via an online webinar** (at least six 90-minute sessions) in the 12 months. The goal is to provide training to as many of the employees of tribes and small rural communities as possible. The objective of the webinars will focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems. The workshops will also include a module for utility managers on effective utility management. One of the most significant challenges with small, rural wastewater systems is the inability or lack of knowledge by their operators to maintain the systems and the inability to retain the trained staff. The contractor support staff identified for these activities must have knowledge of the subject matter, experience developing training tools and techniques, professional tribal work experiences, and knowledge of different learning styles and tribal culture. The workshop will use presentations, case studies, and group exercises to promote utility sustainability and instruct participants on how best to operate, troubleshoot, maintain and manage drinking water & wastewater collection treatment and disposal systems.

This activity shall include the following:

A: The contractor shall work with EPA to identify the potential dates. The contractor shall conduct outreach to tribes and small, rural communities. The outreach will include developing and distributing flyers, advertising on the website, and emailing to potentially interested parties. The attendees of the webinars will be operators, managers, and local officials of small water and wastewater systems.

B: The contractor shall work with EPA to refine the existing workshop curriculum and materials previously developed. The contractor shall prepare and distribute electronically the training materials, the pre-test, post-test, and other materials to augment the training. The contractor shall facilitate and teach the workshop webinars. The contractor shall also provide online support, such as: virtual room monitoring, answering questions, recording attendance, attendee registration, confirmation letters, etc. The contractor shall work with the Indian Health Service, state, regional and non-profit organizations to ensure participation. This online webinar capacity should be for at least 100 participants.

C. The contractor shall deliver assessments and outcomes of training along with project wrap-up report including feedback from the attendees.

In the past, Horsley Witten Group has provided 19 operation and maintenance training workshops in different parts of the country.

## **Task 2: Wastewater Nutrient Removal Technology Training Modules**

The contractor shall develop training modules of nutrient removal technologies at municipal wastewater treatment plants under the SCIB Branch Technology Group's guidance. The training modules will be for EPA staff to provide training to internal and external audiences and may be shared with other partners, co-regulators, and stakeholders

Specifically, the contractor shall produce three training modules for nutrient removal technologies at municipal wastewater treatment plants, from basic, intermediary and advanced level. It is expected that the training modules would take between one and two hours to present. Target audiences include non-expert decision-makers and Regional and State regulators.

Each training module will include a set of visuals (e.g. a Power Point presentation) with detailed speaker notes and technical references. It is expected that each training module will substantively be organized in the same way – using a common framework - with each level providing more extensive information, or if appropriate more technical details. In other words, the training can be viewed as “one training” offered at three different levels. The contractor shall provide recommendations to EPA on considerations and options for the framework and the final training deliverable will include a brief summary or “cheat sheet” that is approximately 1-2 pages long for future reference of the trainees.

One goal of the trainings is to provide the common and understandable framework to learn about, understand, and discuss nutrient removal technologies. The framework enables non-technical and/or non-expert audiences to better understand, categorize, retain, and assess information on nutrient reduction technologies. A second goal is to provide up-to-date and reliable information on nutrient technology for executives and for regulators. A third goal is to inform audiences of reliable sources of information to support their decision-making. Training goals and audiences may be further refined under this Task.

The contractor must have experience and expertise on highly technical nutrient reduction technology information and also the ability to convey messages and information to non-technical and/or non-expert groups. The contractor must be experienced in adult learning principles to provide training modules that will translate highly technical information to an audience that will have more of a managerial role. EPA will provide most of the technical materials on which the training will be based.

The EPA WACOR shall provide the contractor with written technical direction to initiate support for the module. The contractor shall support the development of three products identified via written technical direction from the WACOR which may include, but are not limited to, summary of technologies, presentations, minutes etc. by drafting material and obtaining comments on draft documents. All products, including drafts, shall undergo thorough review for punctuation, grammar, spelling, completeness, etc. by the contractor prior to EPA review. These specific activities shall include the following:

2A. The contractor shall meet with the WACOR and other OWM project personnel to discuss goals to accomplish the task. EPA will provide material at this **kick-off meeting** on the training modules for nutrient reduction wastewater treatment technologies. The contractor will hold a conference call with the WACOR and key personnel identified by the WACOR who shall



participate in the project within ten (10) business days after the work plan is issued. The contractor will incorporate meeting discussions into a meeting summary which shall include milestones, target dates, and deliverables within ten (10) business days after the meeting. A final meeting summary twenty (20) days after work plan approval.

The contractor shall attend and conduct bi-weekly conference calls with OW project personnel and/or the WACOR; intervals for conference calls may change as discussed and directed by the WACOR. These conference calls will include discussions of the schedule, training goals and audience as well as the technical materials, framework, training outlines and training drafts.

2B. Technical Information and Framework/Outline: EPA will provide technical materials for the contractor's use. The contractor should have familiarity with these resources and expertise in the field. The contractor shall review information and provide recommendations on additional resources to include. Following the review of the materials and the recommendations for additional technical resources, the contractor and EPA shall meet to discuss the materials and options for training organizations and information framework. Following this discussion and any subsequent technical direction from EPA on goals, audience, framework, the Contractor shall propose an option(s) for a framework for organizing and understanding the information as well as a general outline for the three training modules. Please see the attachments.

**Deliverables:** The contractor shall share and discuss the materials compiled for the three modules as well as clearly represent how adult learning principles will be applied and how the information can be successfully framed and presented

2C. The contractor shall first provide a detailed outline of the first training module that will include basic nutrient cycles at wastewater treatment plant and the conventional methods that are used to remove nutrients. The contractor shall provide graphics and depictions that is clear and stepwise to depict the process. This module will be a template for the proceeding training modules and must show how the adult learning principles have been utilized to produce the first training module. The training module shall be one hour long and is intended to be presented by EPA staff to an audience that has general knowledge of nutrients but would walk away with an understanding of different types of treatment technologies (high level) that are available for nutrient removal at wastewater treatment plants.

**Deliverables:** The contractor shall develop one outline, one draft and one final draft. The contractor shall provide a minimum number of copies in print. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate

2D. The contractor shall provide the second training module that will include a brief description of nutrient cycles and different types of treatment technologies that are available for nutrient removal at wastewater treatment plants. The contractor shall then focus on the technologies within the specific nutrient removal scheme (nitrogen and phosphorus) and have a more in-depth process description. This module can also show some of the process modifications that can be implemented at a plant for nutrient removal. The last part of this module will briefly touch base on the more advanced and innovative approaches but will not go into detail description. The

contractor shall provide 1.5 to 2 hours long training module using adult learning principles with graphics and stepwise depictions where the audience will already have a basic knowledge of nutrient cycle and a general idea of removal processes and should walk away with a clear understanding of different types of technologies available and in use at wastewater treatment plants.

**Deliverables:** The contractor shall develop one outline, one draft and one final draft. The contractor shall provide a minimum number of copies in print. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate

2E. The contractor shall provide the third training module that will include a summary version of the second module but will focus on the more advanced and innovative treatment technologies for nutrient removal at wastewater treatment plants and will describe how the particular technology is different or an improvement. EPA will provide material on the latest technologies and the contractor should also research the new technologies for nutrient removal at wastewater treatment plants. The contractor shall provide 1-2 hours long training module. The target audience for this module will already have a good understanding of the available nutrient removal technologies and should walk away with understanding of the innovative and advanced technologies that are available. EPA will provide materials.

**Deliverables:** The contractor shall develop one outline, one draft and one final draft. The contractor shall provide a minimum number of copies in print. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

### **Task 3: Communications and Outreach Support**

The contractor shall provide support for SCIB's communications and outreach efforts. This support shall include finalizing publication templates, formatting completed products for publications, meeting requirements for 508 accessibility including metadata, and designing graphics for use in publications as needed. SCIB anticipates needing 508 accessibility compliance and formatting support for the following products:

- 4 double-sided one-page fact sheets (total of 8 pages)

- 2 double-sided two-page fact sheet (total of 8 pages)

SCIB also anticipates needing 508 accessibility compliance, formatting support, and graphic design for the following products:

- 3 reports (total of 180 pages and 21 graphics)

The contractor shall also develop at least two easel posters for use at the Water Environment Federation's Technical & Exposition Conference 2018. SCIB will provide text and graphics and the contractor shall format and produce the poster.

All products shall meet all EPA guidelines contained in the EPA Style Guide and EPA Web Guide. The contractor shall provide all files of draft and finished products to the WACOR.



DELIVERABLES: 508 accessibility compliance for 9 documents (total of 196 pages); formatting support for 9 documents (total of 196 pages); graphic design for 3 reports (total of 21 graphics); at least two easel posters.

#### **Task 4: Literature Review of Lagoon Technologies to Reduce Ammonia and Nutrients**

The contractor shall conduct a review of the literature on the ammonia control and nutrient removal performance and costs of conventional municipal lagoon systems and lagoon upgrades, retrofits, and add-on processes and document the findings in a technical report. The main emphasis of this task will be on retrofits or add-on processes within the facility boundary to enhance ammonia control and nutrient removal in warm and cold climates. The contractor or his subcontractor must be experienced in municipal lagoons systems technology, and their ammonia control and nutrient removal performance, reliability, and costs.

The literature review will include peer-reviewed articles, books, dissertations and conference papers. Project information that may be published or readily available from actual facilities will also be included.

All reviewed literature sources will be properly referenced and a summary of the information in each source will be included in a report. Where electronic copies of reviewed literature are available, the report will include a link to these sources. The review report shall be organized with different sections for ammonia control, nitrogen removal, phosphorus removal, and if applicable systems that remove both nitrogen and phosphorus.

Where evident in the literature, the literature review summary will describe the specific mechanisms of removal provided by retrofits and add-on systems and other lagoon operating factors such as algal uptake, sludge deposition, adsorption by bottom soils, nitrification, denitrification, and ammonia volatilization.

The literature review will include capital as well as operations and maintenance (O&M) costs where referenced. Where capital costs are referenced and applicable literature information is included, the review should indicate if the costs are for the existing lagoon facility or upgrade, whether they include other non-related costs as part of a large project, and whether they pertain to non-nutrient removal or ammonia control aspects. Where specified in the literature, the review report will also indicate which components of O&M costs (e.g. labor, power/electrical usage, chemical usage, removal and disposal of sludge, others) are included in costs referenced.

Details of tasks and deliverables:

Task 4A. To conduct a review of the literature on the ammonia control and nutrient removal performance and costs of various types of conventional municipal wastewater lagoon systems. This includes aerated lagoons, facultative lagoons, and other lagoon systems. Costs shall include capital as well as operations and maintenance costs.

Task 4B. To conduct a comprehensive and thorough review of the literature on the ammonia control and nutrient removal performance and costs of retrofit options and add-on processes available to enhance municipal wastewater lagoon performance for ammonia control and/or nutrient removal to meet lower and more consistent ammonia and nutrient removal levels. Costs shall include capital as well as operations and maintenance costs.

Retrofits and add-on systems will include add-on nitrification filters, total nitrogen or total phosphorus filters and other removal systems, upgrades to increase and better control biomass such as fixed growth and attached growth system retrofits, retrofits for solids-liquid separation including those involving adding a solids recycle system, operating the pond as a sequencing batch reactor, addition of baffles and suspended fabrics for attached growth or performance enhancement, and installing commercial lagoon nitrification systems or components.

**TASK 4C.** To document and summarize findings in a technical report

Using the information developed in 4A and 4B above, develop a technical literature review report on the performance and costs of a) the ammonia control and nutrient removal performance and costs of conventional municipal lagoon systems within the facility and b) the performance and costs of lagoon upgrades, retrofits, and add-on processes for ammonia control or nutrient (Nitrogen and Phosphorus) removal within the facility. The report shall include separate sections on a) and b).

All reviewed literature sources will be properly referenced and a summary of the information in each source will be included in a report. Where electronic copies of reviewed literature are available, the report will include a link to these sources. The review report will be organized with different sections for nitrogen removal, phosphorus removal, and if applicable systems that remove both nitrogen and phosphorus.

Where evident in the literature, the literature review summaries in the technical report will describe the specific mechanisms of removal provided by retrofits and add-on systems and other lagoon operating factors such as algal uptake, sludge deposition, adsorption by bottom soils, nitrification, denitrification, and ammonia volatilization.

**TASK 4D** Depending upon future availability of additional funds, the contractor is to conduct a review of the literature on the ammonia control and nutrient removal performance and costs of upgrades, retrofits, or upgrade to conventional municipal lagoon systems to meet lower and more consistent ammonia and/or nutrient removal (Nitrogen and Phosphorus) levels that involve 1) post-lagoon natural systems, and 2) conversions to mechanical plants; and document the findings in a technical report.

**More details on this potential task will be provided to the contractor if and when additional funds are available**

#### **Deliverables and Time Table**

<b>Task</b>	<b>Quantity</b>	<b>Due Date (On or About – Period of Time)</b>
Task 0: Kick off meeting Communications and Reporting	1	Kick off meeting within 10 business days after award and submit minutes within 5 business days of the meeting. Timing and format of future calls and meetings will be discussed at this meeting. Monthly Reports and bi-weekly phone calls

Task 1.a A & B: Support ITF Conference Calls	6	Duration 12 months or per contract requirement (or as determined the COR). Anticipate up to 3 full member ITF calls and 3 other supportive conference calls. Conference call minutes of meetings within 5 working days.
Task 1a. C: Support for the ITF program as needed and defined by the ITF Principals; proposed activities include: annual report development (2-3) pages, development of up to 3 financial management modules, development of a technical white paper on remote monitoring of water/wastewater utilities (up to about 10 pages) and meeting facilitation (likely in March 2019, Denver CO).	1	Investigate and develop materials for all tasks as directed. Technical direction to be provided during the course of the work assignment.
Task 1b. A Identify the dates, develop outreach materials and conduct outreach for online training workshop webinar series	1	Within two months of the award of the work assignment
Task 1b. B. Refine training materials based on above Task 1.b, A and conduct the training workshop webinars.	1	Within 12 months of the award of the work assignment
Task 1b. C. Deliver assessments and outcomes of training with feedback from attendees	1	Within 12 months of the award of the work assignment
Task 2A. Kick-off Conference Call Notes	1	Within 10 days of the award of the work assignment
Task 2B. Technical Information and Framework/Outline (work plan)	1	Within 15 days of the award of the kick-off meeting
Task 2B. Monthly Progress Report	1	Within 45 days of the award of the work assignment
Task 2C monthly calls	1	Within 60 days of the award of the work assignment

Task 2C monthly meeting minutes	1	Within 15 days of the award of the monthly call
Task 2C First Draft training module	2	Within 120 days of the award of the work assignment
Task 2C Final training module	2	Within 150 days of the award of the work assignment
Task 2C Feedback from running module	1	Within 160 days of the award of the work assignment
Task 2D and 2E Initial call	1	Within 180 days of the award of the work assignment
Task 2D Draft Training module	2	Within 240 days of the award of the work assignment
Task 2D Final training module	2	Within 270 days of the award of the work assignment
Task 2D Feedback from running module	1	Within 280 days of the award of the work assignment
Task 2E Draft Training module	2	Within 300 days of the award of the work assignment
Task 2E Final training module	2	Within 330 days of the award of the work assignment
Task 2E Feedback from running module	1	Within 360 days of the award of the work assignment
Task 3		
US-Mexico Border Annual Report	2 pages	July 2018
CWISA 30 Year Anniversary Report	10pages	July 2018
Tribal Grants Annual Report	2 pages	July 2018
Decentralized Grants Compendium	90 pages	August 2018
US Territory/DC Annual Report	4 pages	August 2018

Nutrients Case Study Report	80 pages	February 2019
US-Mexico Border Annual Report	2 pages	May 2019
Tribal Grants Annual Report	2 pages	May 2019
US Territory/DC Annual Report	4 pages	May 2019
Task 4:		
Task 4 Kick-off Conference Call	1	Within 10 days of the award of the work assignment
Task 4. Final Kick-off Conference Call Notes	1	Within 5 days of the award of the kick-off call/meeting
Task 4. Work Plan	1	Within 20 days of the award of the work assignment
Task 4. Monthly calls	8	Every month
Task 4. A monthly call minutes and progress	8	Within 5 days of each monthly call
Task 4A. Report due	1	Within 2 months of the award of the work assignment
Task 4B. Report due	1	Within 4 months of the award of the work assignment
Task 4C – First Draft report due	1	Within 1 month of receipt of EPA comments on Tasks 4A and 4B reports
Task 4C – Second Draft revised report due	1	Within 1 month of receipt of EPA comments on First Task 4C draft report
Task 4C – Final Report	1	Within 2 weeks of receipt of EPA comments on 2nd Task 4C draft report
Task 4D		More details on this potential task will be provided to the contractor if and when additional funds are available

**PERFORMANCE STANDARDS AND QUALITY MEASURES:**

Tasks are to be evaluated in accordance with the Quality Assurance Surveillance Plan and Quality Management Plan identified in the EP-C-16-003 contract.

All task(s) identified in the performance work statement above are subject to review and approval by the EPA COR and Project Officer based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards. Additional project specific quality assurance surveillance plan requirements are identified below.

**TRAVEL:** Travel is anticipated for this work assignment. Contractor personnel will be required at the ITF meeting facilitation support efforts and travel will be charged on a cost reimbursement basis, following appropriate approval of the work assignment COR. Any travel will be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA COR to travel taking place. For this task order, assume the following trips:

- Four trips for contractor to the EPA HQ offices in Washington DC (Tasks 0 and 1)
- One three-day trip for two contractor staff to travel to (most likely) Denver, CO in (most likely) March 2019.

**GREEN MEETINGS AND CONFERENCES:** This Task Order requires contractor support for meeting and conference planning and logistics and therefore must include “green meeting and conference” support. The contractor is required to use the provision of EPAAR 1552.223-71, when soliciting price quotes for work assignment s that require meeting and conference services on behalf of EPA.

**CONFERENCES AND WORKSHOPS:** The tasks under this work assignment may require the acquisition of “off-site” facilities for conference(s) and meetings as defined in the IPN 12-05 and the events associated with this work assignment are covered by EPA Order 1900.3 and do require EPA Form 5170.

The contractor shall immediately alert the COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA COR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to [conference@epa.gov](mailto:conference@epa.gov).

**SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS):**

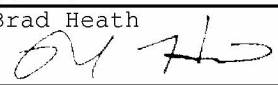
Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:

Preferred text format:	MS Word, 2007.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 9.0 or higher

## List of websites for attachments relevant to Task 2

- Municipal Nutrient Removal Reference Document Volume 1 (by EPA) 2008  
(<https://nepis.epa.gov/Exe/ZyNET.exe/P100GE8B.TXT?ZyActionD=ZyDocument&Client=EPA&Index=2006+Thru+2010&Docs=&Query=&Time=&EndTime=&SearchMethod=1&TocRestrict=n&Toc=&TocEntry=&QField=&QFieldYear=&QFieldMonth=&QFieldDay=&IntQFieldOp=0&ExtQFieldOp=0&XmlQuery=&File=D%3A%5Czyfiles%5CIndex%20Data%5C06thru10%5CTxt%5C00000033%5CP100GE8B.txt&User=ANONYMOUS&Password=anonymous&SortMethod=h%7C-&MaximumDocuments=1&FuzzyDegree=0&ImageQuality=r75g8/r75g8/x150y150g16/i425&Display=hpfr&DefSeekPage=x&SearchBack=ZyActionL&Back=ZyActionS&BackDesc=Results%20page&MaximumPages=1&ZyEntry=1&SeekPage=x&ZyPURL>)
- WERF document Nutrient Management Volume II 2013  
(<https://www.werf.org/a/ka/Search/ResearchProfile.aspx?ReportId=NUTR1R06k>)
- Nutrient Control Design Manual (ORD and OW collaboration) 2011  
(<https://nepis.epa.gov/Exe/ZyNET.exe/P1008KTD.TXT?ZyActionD=ZyDocument&Client=EPA&Index=2006+Thru+2010&Docs=&Query=&Time=&EndTime=&SearchMethod=1&TocRestrict=n&Toc=&TocEntry=&QField=&QFieldYear=&QFieldMonth=&QFieldDay=&IntQFieldOp=0&ExtQFieldOp=0&XmlQuery=&File=D%3A%5Czyfiles%5CIndex%20Data%5C06thru10%5CTxt%5C00000021%5CP1008KTD.txt&User=ANONYMOUS&Password=anonymous&SortMethod=h%7C-&MaximumDocuments=1&FuzzyDegree=0&ImageQuality=r75g8/r75g8/x150y150g16/i425&Display=hpfr&DefSeekPage=x&SearchBack=ZyActionL&Back=ZyActionS&BackDesc=Results%20page&MaximumPages=1&ZyEntry=1&SeekPage=x&ZyPURL>)

G:\\_WID\\_MSD\Sustainable Communities Branch\singh-\ERG 2018\Work Assignment draft 2-47 singh.docx

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-48			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    2			Title of Work Assignment/SF Site Name Harmful Algal Bloom Activities			
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 07/01/2018 To 06/20/2019			
Comments: The contractor shall not commence work on this work assignment until 7/1/2018.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund           <span>Accounting and Appropriations Data</span> <input checked="" type="checkbox"/> Non-Superfund         </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)  (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:			LOE:				
07/01/2016 To 06/30/2021									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:					Cost/Fee		LOE:		
Cumulative Approved:					Cost/Fee		LOE:		
Work Assignment Manager Name Katherine Foreman							Branch/Mail Code:		
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-564-3403		
							FAX Number:		
Project Officer Name Robin Danesi							Branch/Mail Code:		
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-564-1846		
							FAX Number:		
Other Agency Official Name							Branch/Mail Code:		
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number:		
							FAX Number:		
Contracting Official Name Brad Heath							Branch/Mail Code:		
<div style="display: flex; justify-content: space-between;"> <div>             _____            (Signature)         </div> <div>6/26/2018 _____ (Date)</div> </div>							Phone Number: 513-487-2352		
							FAX Number:		



**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-16-003  
WORK ASSIGNMENT 2-48**

**Title:** Harmful algal bloom activities in drinking water

**Work Assignment Contracting Officer's Representative (WACOR):**

Katie Foreman  
US EPA, Room 2227B  
Mail Code 4607M  
1200 Pennsylvania Ave, N.W.  
Washington, DC 20460  
Tel: 202/564-3403; Fax: 202/564-3767  
E-mail: [foreman.katherine@epa.gov](mailto:foreman.katherine@epa.gov)

**Alternate Work Assignment Contracting Officer's Representative (AWACOR):**

Hannah Holsinger  
US EPA, Room 2209W  
Mail Code 4607M  
1200 Pennsylvania Ave, N.W.  
Washington, DC 20460  
Tel: 202/564-0403; Fax: 202/564-3767  
E-mail: [holsinger.hannah@epa.gov](mailto:holsinger.hannah@epa.gov)

**Period of Performance:** July 1, 2018 through June 30, 2019

**Background:** Cyanobacteria occur naturally in marine and fresh water ecosystems. Under certain conditions these cyanobacteria can rapidly grow producing harmful algal blooms (HABs). Some cyanobacteria are capable of producing cyanotoxins that can pose a risk to human and animal health. There are currently no U.S. federal guidelines, water quality criteria, standards or regulations for cyanobacteria or cyanotoxins in drinking water under the Safe Drinking Water Act.

On June 17, 2015, EPA published two health advisories (HAs) in drinking water for the cyanotoxins microcystins and cylindrospermopsin. The HAs provide states, drinking water utilities and the public with information on the health effects of microcystins and cylindrospermopsin, analytical methods for testing these cyanotoxins in water samples, and treatment approaches that effectively remove cyanotoxins in drinking water.

In conjunction with the health advisories, EPA released "Recommendations for Public Water Systems to Manage Cyanotoxins in Drinking Water", which was developed to help states and utilities as they consider whether and how to manage cyanotoxins in their drinking water supplies. The document provides recommendations for helping public water systems (PWSs)

manage the risks from cyanotoxins to their drinking water, including a framework PWSs can consider when planning their cyanotoxin risk management efforts.

On August 7, 2015, Public Law 114-45, titled the Drinking Water Protection Act, amended the Safe Drinking Water Act by adding Section 1459, Algal Toxin Risk Assessment and Management. Section 1459 directs the EPA to assess and manage algal toxin risk in drinking water through strategic planning, information coordination, and use of science. In November 2015, EPA submitted a strategic plan called “Algal Toxin Risk Assessment and Management Strategic Plan for Drinking Water” to Congress which includes, among other things, specific steps and timelines for evaluating human health risk from algal toxins and the identification of algal toxins of human health concern.

EPA executed parts of its strategic plan by recently developing cyanotoxin analytical methods, listing cyanotoxins on the fourth Contaminant Candidate List, including cyanotoxins in the fourth Unregulated Contaminant Monitoring Rule and researching drinking water treatment optimization. EPA also recently released multiple tools for PWSs and the public with the aim to prevent and mitigate risks from cyanotoxins in drinking water including: The “Cyanotoxin Management Plan Template and Example Plans” to assist public water systems in developing their own cyanotoxin management plan based on the recommendations document; the “Water Treatment Optimization for Cyanotoxins document” to assist public water systems in optimizing their treatment to prevent cyanotoxins from contaminated finished drinking water; and the Drinking Water Cyanotoxin Risk Communication Toolbox to help public water systems communicate the risks to public health from cyanotoxins.

Under this work assignment the contractor shall support EPA in continuing progress toward the goals outlined in the strategic plan by supporting the scientific understanding of the blooms and their toxins and supporting PWSs, states, and tribes manage the risks from harmful algal blooms and cyanotoxins to drinking water. PWSs, states, and tribes can face challenges from unregulated contaminants. EPA works to support these systems to protect public health from associated risks from unregulated contaminants.

The contractor shall utilize materials and analyses completed for previous efforts as much as possible. A list of some of these documents is provided in the “References” section at the end of this document. This list is not meant to be comprehensive and additional references could be added by either the contractor or the WACOR.

**Quality Assurance:** Task 1 of this work assignment requires the collection and analysis of primary and secondary data and Task 2 of this work assignment requires collection and analysis of secondary data. QA requirements for this WA will be addressed by an existing Project Specific Quality Assurance Project Plan (PQAPP) completed under Task 0 of WA 1-48 and will apply to Tasks 1 and 2. In the monthly progress report, the Contractor shall address the QA requirements outlined under Task 0, below.

### **Task Description:**

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the existing PQAPP. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. If the contractor determines there is a need for changes to quality assurance procedures, the contractor must notify and provide the reason and the details of the proposed change. If EPA agrees that changes should be made, the WACOR may direct the contractor to develop a PQAPP accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

**Deliverables:** Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

#### Task 1.0: Support scientific understanding of harmful algal blooms and their associated toxins

##### *Task 1.1: Harmful algal bloom and cyanotoxin data collection*

The contractor shall provide logistical support for collecting data on harmful algal blooms, cyanotoxins, disinfection by-products and associated water quality indicators and field data in up to 10 PWSs for upcoming summer months, as directed by the WACOR through technical direction. As directed by the WACOR through technical direction, the contractor shall support monitoring activities by providing the following: input on monitoring design details, regular communication and coordination with potential and confirmed participating PWSs, PWS monitoring guidance support, monitoring materials support, sample bottle preparation, sample shipping preparation and shipping support, chain-of-custody documentation for samples, monitoring training for select participating PWSs in person and/or through a webinar, laboratory analytical support, quality assurance support for laboratory data, secondary historical, operating data and water quality indicator data collection and other activities as directed through technical direction.

**Deliverables:** As directed through technical direction by the WACOR, draft(s) and final versions of laboratory reports, written reports and guidance and primary event and secondary data summaries, as specified in technical direction from WACOR.

##### *Task 1.2: Harmful algal bloom and cyanotoxin data management, interpretation and analysis*

The contractor shall manage data collected in Task 1.1 including primary laboratory data collected as well as any associated secondary historical data, operating data and water quality indicators as directed by the WACOR through technical direction. The contractor shall also collect and manage secondary data on cyanotoxins, harmful algal bloom indicators and/or disinfection by-products as directed by the WACOR through technical direction. The contract shall provide interpretation of the data and data analysis of the primary and secondary datasets as directed by the WACOR through technical direction. As directed by the WACOR through technical direction, the contractor shall support monitoring and analysis activities by providing the following: documentation of metadata and quality assurance for monitoring data, data summaries, monitoring and data spreadsheet development and maintenance, data analysis, data interpretive reports and other activities as directed through technical direction.

**Deliverables:** As directed by the WACOR through technical direction, complete monitoring data spreadsheet with all the monitoring information and documentation of metadata including the quality assurance information for each monitoring event and for secondary data collected, draft and final versions of data summaries, analysis and interpretive reports.

**Task 2.0: Support activities related to harmful algal blooms and their associated toxins**

As directed by WACOR through technical direction, the contractor shall support EPA in the development of harmful algal bloom and cyanotoxin support documents and activities as necessary to meet the needs of the drinking water stakeholder community.

**Deliverables:** As directed by the WACOR through technical direction, the contractor shall provide necessary support for activities that may include such things as developing and reviewing existing documents and complete draft(s) and final versions of harmful algal bloom and cyanotoxin documents.

**Schedule of Deliverables:** The contractor shall deliver all draft and final documents in Microsoft Office documents and/or PDFs and will comply with the EPA's 508 compliance requirements for posting on the Internet as directed by the WACOR through technical direction. Unless otherwise requested by the WACOR in writing, the contractor shall deliver all other products electronically.

<b>Task</b>	<b>Deliverable Description</b>	<b>Subject to QA</b>	<b>Due to EPA</b>	<b>No. of copies</b>
<b>0</b>	Work plan, Technical Progress Reports	N	Per contract requirements	1

<b>Task</b>	<b>Deliverable Description</b>	<b>Subject to QA</b>	<b>Due to EPA</b>	<b>No. of copies</b>
<b>1.1</b>	Logistical and materials support, laboratory reports, monitoring event summaries	Y	For logistical support - within 1 week of technical direction from WACOR, unless otherwise directed by the WACOR. For written documents, draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise directed by the WACOR.	1
<b>1.2</b>	Spreadsheet, metadata reports, data interpretive reports	Y	Draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise directed by the WACOR.	1
<b>2.0</b>	Draft and final versions materials and documents.	Y	Draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise directed by the WACOR.	1

**Level of Effort Estimate:** The EPA estimates that 1,355 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

**Travel:** Travel is possible from the Contractor to support the work outlined in Task 1.1. For planning purposes, the contractor shall assume travel for one project staff for one project site visit. The contractor shall assume the visit will require 1-2 days to support project activities with the specific location to be determined at a later date. However, for planning and estimate purposes, the contractor shall project training site travel costs based on the cities of San Francisco, California.

**Conference/Meeting Guidelines and Limitations:** The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**QUALITY ASSURANCE SURVEILLANCE PLAN  
TECHNICAL AND ADMINISTRATIVE PROGRAM SUPPORT FOR  
THE OFFICE OF WASTEWATER MANAGEMENT (OWM)**

Performance Management	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p><b>Management and Communication:</b> The Contractor shall maintain contact with the EPA Contract Officer (CO), Contract Level Contracting Officer's Representative (CL-COR), and Work Assignment Contracting Officer's Representative (WACOR) throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate WACOR. In such cases where issues have a direct impact on project schedules and cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.</p>	<p>Any issues that impact project schedules and cost, time, or quality, shall be brought to the attention of the appropriate WACOR within 3 days of occurrence.</p>	<p>100% of active work assignments (WA) under the contract will be reviewed by the CL-COR or WACOR monthly (via the monthly progress report) to identify unreported issues. The WACOR will report any issues to the CL-COR who will bring the issue(s) to the contractor's attention through the CO.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p>

<p><b>Timeliness:</b> Services and deliverables shall be in accordance with schedules stated in each work assignment, unless amended or modified by an approved EPA action.</p>	<p>Annually, 90% of all submitted deliverables shall be submitted no later than 6-days past the due date.</p>	<p>100% of active WAs under the contract will be reviewed by the CL-COR or WACOR monthly (via monthly progress report &amp; milestones established for each deliverable) to compare actual delivery dates against those approved. The WACOR will report any issues to the CL-COR who will bring the issue(s) to the contractor's attention through the CO.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Schedule.</p>
<p><b>Cost Management and Control:</b> The contractor shall monitor, track, and accurately report level of effort, labor cost, other direct cost, and fee expenditures to the EPA through progress reports and approved special reporting requirements. The contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping and cost control.</p>	<p>The contractor shall manage costs to the level of the approved ceiling on the WA. The contractor shall notify the WACOR, CL-COR, and CO when 75% of the approved funding ceiling for the WA is reached. If a contractor fails to manage and control cost, any resultant overrun cannot exceed the total contract obligation for that period.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual WA expenditures. The CL-COR shall review the Contractor's monthly progress reports and request the WACOR's verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Cost Control.</p>



<p><b>Technical Analyses:</b> Analyses conducted by the contractor shall be factual, defensible, and based on sound science and engineering. All data shall be collected from reputable sources and QA measures shall be conducted in accordance with agency requirements and any additional requirements outlined in individual work assignments. Any work requiring the contractor to provide options or recommendations shall include the rationale use in selecting the option/recommendation and all other options considered. The contractor shall abide by its Quality Management Plan (QMP) and applicable WA Quality Assurance Project Plan (QAPP).</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering.</p> <p>No more than 25% of reviewed deliverables and work products shall require revisions to meet the requirements of the QMP and QAPP.</p>	<p>EPA will review all analyses conducted by the contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>All work products will be reviewed to identify compliance with the QMP and applicable QAPP.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Technical.</p>
--	--	--	--

## References:

- USEPA. 2015. Recommendations for Public Water Systems to Manage Cyanotoxins in Drinking Water. Available online at: <http://www.epa.gov/nutrient-policy-data/recommendations-public-water-systems-manage-cyanotoxins-drinking-water>
- U.S. EPA. 2015. Drinking Water Health Advisory Documents for Cyanobacterial Toxins Washington, DC; June, 2015. Available online at: <https://www.epa.gov/nutrient-policy-data/drinking-water-health-advisory-documents-cyanobacterial-toxins>
- U.S. EPA. 2015. Health Effects Support Documents, Washington, DC; June, 2015. Available online at: <https://www.epa.gov/nutrient-policy-data/health-effects-support-documents>
- USEPA. 2016. Cyanotoxins Management Plan Template and Example Plans. Office of Water, Washington, D.C. Available online: [https://www.epa.gov/sites/production/files/2016-11/documents/cyanotoxins\\_management\\_plan\\_template\\_and\\_example\\_plans.pdf](https://www.epa.gov/sites/production/files/2016-11/documents/cyanotoxins_management_plan_template_and_example_plans.pdf)
- USEPA. 2016. Drinking Water Cyanotoxin Risk Communication Toolbox. Office of Water, Washington, D.C. Available online: <https://www.epa.gov/ground-water-and-drinking-water/drinking-water-cyanotoxin-risk-communication-toolbox>
- USEPA. 2016. Water Treatment Optimization for Cyanotoxins, version 1.0 Office of Water, Cincinnati, Ohio, Available online: [https://www.epa.gov/sites/production/files/2016-11/documents/water\\_treatment\\_optimization\\_for\\_cyanotoxins.pdf](https://www.epa.gov/sites/production/files/2016-11/documents/water_treatment_optimization_for_cyanotoxins.pdf)
- U.S. EPA. 2005. EPA QA Field Activities Procedure. Available online at: <https://www.epa.gov/sites/production/files/2015-03/documents/2105-p-02.pdf>

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-48				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number      2			Harmful Algal Bloom Activities				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 07/31/2018 To 06/30/2019					
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Katherine Foreman							Branch/Mail Code:			
							Phone Number: 202-564-3403			
_____ (Signature)                      (Date)							FAX Number:			
Project Officer Name Robin Danesi							Branch/Mail Code:			
							Phone Number: 202-564-1846			
_____ (Signature)                      (Date)							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
							Phone Number:			
_____ (Signature)                      (Date)							FAX Number:			
Contracting Official Name Brad Heath							Branch/Mail Code:			
							Phone Number: 513-487-2352			
_____ (Signature)                      7/31/2018 (Date)							FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-16-003  
WORK ASSIGNMENT 2-48  
AMENDMENT 1**

**Title:** Harmful algal bloom activities in drinking water

**Work Assignment Contracting Officer's Representative (WACOR):**

Katie Foreman  
US EPA, Room 2227B  
Mail Code 4607M  
1200 Pennsylvania Ave, N.W.  
Washington, DC 20460  
Tel: 202/564-3403; Fax: 202/564-3767  
E-mail: [foreman.katherine@epa.gov](mailto:foreman.katherine@epa.gov)

**Alternate Work Assignment Contracting Officer's Representative (AWACOR):**

Deborah Vacs Renwick  
US EPA, Room 2209U  
Mail Code 4607M  
1200 Pennsylvania Ave, N.W.  
Washington, DC 20460  
Tel: 202/564-5248; Fax: 202/564-3767  
E-mail: [vacsrenwick.deborah@epa.gov](mailto:vacsrenwick.deborah@epa.gov)

**Period of Performance:** July 31, 2018 through June 30, 2019

**Background:** Cyanobacteria occur naturally in marine and fresh water ecosystems. Under certain conditions these cyanobacteria can rapidly grow producing harmful algal blooms (HABs). Some cyanobacteria are capable of producing cyanotoxins that can pose a risk to human and animal health. There are currently no U.S. federal guidelines, water quality criteria, standards or regulations for cyanobacteria or cyanotoxins in drinking water under the Safe Drinking Water Act.

On June 17, 2015, EPA published two health advisories (HAs) in drinking water for the cyanotoxins microcystins and cylindrospermopsin. The HAs provide states, drinking water utilities and the public with information on the health effects of microcystins and cylindrospermopsin, analytical methods for testing these cyanotoxins in water samples, and treatment approaches that effectively remove cyanotoxins in drinking water.

In conjunction with the health advisories, EPA released "Recommendations for Public Water Systems to Manage Cyanotoxins in Drinking Water", which was developed to help states and utilities as they consider whether and how to manage cyanotoxins in their drinking water

supplies. The document provides recommendations for helping public water systems (PWSs) manage the risks from cyanotoxins to their drinking water, including a framework PWSs can consider when planning their cyanotoxin risk management efforts.

On August 7, 2015, Public Law 114-45, titled the Drinking Water Protection Act, amended the Safe Drinking Water Act by adding Section 1459, Algal Toxin Risk Assessment and Management. Section 1459 directs the EPA to assess and manage algal toxin risk in drinking water through strategic planning, information coordination, and use of science. In November 2015, EPA submitted a strategic plan called “Algal Toxin Risk Assessment and Management Strategic Plan for Drinking Water” to Congress which includes, among other things, specific steps and timelines for evaluating human health risk from algal toxins and the identification of algal toxins of human health concern.

EPA executed parts of its strategic plan by recently developing cyanotoxin analytical methods, listing cyanotoxins on the fourth Contaminant Candidate List, including cyanotoxins in the fourth Unregulated Contaminant Monitoring Rule and researching drinking water treatment optimization. EPA also recently released multiple tools for PWSs and the public with the aim to prevent and mitigate risks from cyanotoxins in drinking water including: The “Cyanotoxin Management Plan Template and Example Plans” to assist public water systems in developing their own cyanotoxin management plan based on the recommendations document; the “Water Treatment Optimization for Cyanotoxins document” to assist public water systems in optimizing their treatment to prevent cyanotoxins from contaminated finished drinking water; and the Drinking Water Cyanotoxin Risk Communication Toolbox to help public water systems communicate the risks to public health from cyanotoxins.

Under this work assignment the contractor shall support EPA in continuing progress toward the goals outlined in the strategic plan by supporting the scientific understanding of the blooms and their toxins and supporting PWSs, states, and tribes manage the risks from harmful algal blooms and cyanotoxins to drinking water. PWSs, states, and tribes can face challenges from unregulated contaminants. EPA works to support these systems to protect public health from associated risks from unregulated contaminants.

The contractor shall utilize materials and analyses completed for previous efforts as much as possible. A list of some of these documents is provided in the “References” section at the end of this document. This list is not meant to be comprehensive and additional references could be added by either the contractor or the WACOR.

**Quality Assurance:** Task 1 of this work assignment requires the collection and analysis of primary and secondary data and Task 2 of this work assignment requires collection and analysis of secondary data. QA requirements for this WA will be addressed by an existing Project Specific Quality Assurance Project Plan (PQAPP) completed under Task 0 of WA 1-48 and will apply to Tasks 1 and 2. In the monthly progress report, the Contractor shall address the QA requirements outlined under Task 0, below.

## **Task Description:**

### **Task 0: Work Plan and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the existing PQAPP. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. If the contractor determines there is a need for changes to quality assurance procedures, the contractor must notify and provide the reason and the details of the proposed change. If EPA agrees that changes should be made, the WACOR may direct the contractor to develop a PQAPP accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

**Deliverables:** Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

### **Task 1.0: Support scientific understanding of harmful algal blooms and their associated toxins**

#### ***Task 1.1: Harmful algal bloom and cyanotoxin data collection***

The contractor shall provide logistical support for collecting data on harmful algal blooms, cyanotoxins, disinfection by-products and associated water quality indicators and field data in up to 10 PWSs through the end of 2018, as directed by the WACOR through technical direction. As directed by the WACOR through technical direction, the contractor shall support monitoring activities by providing the following: input on monitoring design details, regular communication and coordination with potential and confirmed participating PWSs, PWS monitoring guidance support, monitoring materials support, sample bottle preparation, sample shipping preparation and shipping support, chain-of-custody documentation for samples, monitoring training for select participating PWSs in person and/or through a webinar, laboratory analytical support, quality assurance support for laboratory data, secondary historical, operating data and water quality indicator data collection and other activities as directed through technical direction.

**Deliverables:** As directed through technical direction by the WACOR, draft(s) and final versions of laboratory reports, written reports and guidance and primary event and secondary data summaries, as specified in technical direction from WACOR.

### *Task 1.2: Harmful algal bloom and cyanotoxin data management, interpretation and analysis*

The contractor shall manage data collected in Task 1.1 including primary laboratory data collected as well as any associated secondary historical data, operating data and water quality indicators as directed by the WACOR through technical direction. The contractor shall also collect and manage secondary data on cyanotoxins, harmful algal bloom indicators and/or disinfection by-products as directed by the WACOR through technical direction. The contract shall provide interpretation of the data and data analysis of the primary and secondary datasets as directed by the WACOR through technical direction. As directed by the WACOR through technical direction, the contractor shall support monitoring and analysis activities by providing the following: documentation of metadata and quality assurance for monitoring data, data summaries, monitoring and data spreadsheet development and maintenance, data analysis, data interpretive reports and other activities as directed through technical direction.

**Deliverables:** As directed by the WACOR through technical direction, complete monitoring data spreadsheet with all the monitoring information and documentation of metadata including the quality assurance information for each monitoring event and for secondary data collected, draft and final versions of data summaries, analysis and interpretive reports.

### Task 2.0: Support activities related to harmful algal blooms and their associated toxins – NO CHANGE

As directed by WACOR through technical direction, the contractor shall support EPA in the development of harmful algal bloom and cyanotoxin support documents and activities as necessary to meet the needs of the drinking water stakeholder community.

**Deliverables:** As directed by the WACOR through technical direction, the contractor shall provide necessary support for activities that may include such things as developing and reviewing existing documents and complete draft(s) and final versions of harmful algal bloom and cyanotoxin documents.

**Schedule of Deliverables:** The contractor shall deliver all draft and final documents in Microsoft Office documents and/or PDFs and will comply with the EPA's 508 compliance requirements for posting on the Internet as directed by the WACOR through technical direction. Unless otherwise requested by the WACOR in writing, the contractor shall deliver all other products electronically.

Task	Deliverable Description	Subject to QA	Due to EPA	No. of copies
0	Work plan, Technical Progress Reports	N	Per contract requirements	1

Task	Deliverable Description	Subject to QA	Due to EPA	No. of copies
1.1	Logistical and materials support, laboratory reports, monitoring event summaries	Y	For logistical support - within 1 week of technical direction from WACOR, unless otherwise directed by the WACOR. For written documents, draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise directed by the WACOR.	1
1.2	Spreadsheet, metadata reports, data interpretive reports	Y	Draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise directed by the WACOR.	1
2.0	Draft and final versions materials and documents.	Y	Draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise directed by the WACOR.	1

**Level of Effort Estimate:** The EPA estimates that 1,825 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

**Travel:** Travel is possible from the Contractor to support the work outlined in Task 1.1. For planning purposes, the contractor shall assume travel for one project staff for one project site visit. The contractor shall assume the visit will require 1-2 days to support project activities with the specific location to be determined at a later date. However, for planning and estimate purposes, the contractor shall project training site travel costs based on the cities of San Francisco, California.

**Conference/Meeting Guidelines and Limitations:** The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and



facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**PERFORMANCE SURVEILLANCE PLAN  
TECHNICAL AND ADMINISTRATIVE PROGRAM SUPPORT FOR  
THE OFFICE OF WASTEWATER MANAGEMENT (OWM)**

Performance Management	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p><b>Management and Communication:</b> The Contractor shall maintain contact with the EPA Contract Officer (CO), Contract Level Contracting Officer's Representative (CL-COR), and Work Assignment Contracting Officer's Representative (WACOR) throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate WACOR. In such cases where issues have a direct impact on project schedules and cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.</p>	<p>Any issues that impact project schedules and cost, time, or quality, shall be brought to the attention of the appropriate WACOR within 3 days of occurrence.</p>	<p>100% of active work assignments (WA) under the contract will be reviewed by the CL-COR or WACOR monthly (via the monthly progress report) to identify unreported issues. The WACOR will report any issues to the CL-COR who will bring the issue(s) to the contractor's attention through the CO.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p>

<p><b>Timeliness:</b> Services and deliverables shall be in accordance with schedules stated in each work assignment, unless amended or modified by an approved EPA action.</p>	<p>Annually, 90% of all submitted deliverables shall be submitted no later than 6-days past the due date.</p>	<p>100% of active WAs under the contract will be reviewed by the CL-COR or WACOR monthly (via monthly progress report &amp; milestones established for each deliverable) to compare actual delivery dates against those approved. The WACOR will report any issues to the CL-COR who will bring the issue(s) to the contractor's attention through the CO.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Schedule.</p>
<p><b>Cost Management and Control:</b> The contractor shall monitor, track, and accurately report level of effort, labor cost, other direct cost, and fee expenditures to the EPA through progress reports and approved special reporting requirements. The contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping and cost control.</p>	<p>The contractor shall manage costs to the level of the approved ceiling on the WA. The contractor shall notify the WACOR, CL-COR, and CO when 75% of the approved funding ceiling for the WA is reached. If a contractor fails to manage and control cost, any resultant overrun cannot exceed the total contract obligation for that period.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual WA expenditures. The CL-COR shall review the Contractor's monthly progress reports and request the WACOR's verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Cost Control.</p>

<p><b>Technical Analyses:</b> Analyses conducted by the contractor shall be factual, defensible, and based on sound science and engineering. All data shall be collected from reputable sources and QA measures shall be conducted in accordance with agency requirements and any additional requirements outlined in individual work assignments. Any work requiring the contractor to provide options or recommendations shall include the rationale use in selecting the option/recommendation and all other options considered. The contractor shall abide by its Quality Management Plan (QMP) and applicable WA Quality Assurance Project Plan (QAPP).</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering.</p> <p>No more than 25% of reviewed deliverables and work products shall require revisions to meet the requirements of the QMP and QAPP.</p>	<p>EPA will review all analyses conducted by the contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>All work products will be reviewed to identify compliance with the QMP and applicable QAPP.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Technical.</p>
--	--	--	--

## References:

- USEPA. 2015. Recommendations for Public Water Systems to Manage Cyanotoxins in Drinking Water. Available online at: <http://www.epa.gov/nutrient-policy-data/recommendations-public-water-systems-manage-cyanotoxins-drinking-water>
- U.S. EPA. 2015. Drinking Water Health Advisory Documents for Cyanobacterial Toxins Washington, DC; June, 2015. Available online at: <https://www.epa.gov/nutrient-policy-data/drinking-water-health-advisory-documents-cyanobacterial-toxins>
- U.S. EPA. 2015. Health Effects Support Documents, Washington, DC; June, 2015. Available online at: <https://www.epa.gov/nutrient-policy-data/health-effects-support-documents>
- USEPA. 2016. Cyanotoxins Management Plan Template and Example Plans. Office of Water, Washington, D.C. Available online: [https://www.epa.gov/sites/production/files/2016-11/documents/cyanotoxins\\_management\\_plan\\_template\\_and\\_example\\_plans.pdf](https://www.epa.gov/sites/production/files/2016-11/documents/cyanotoxins_management_plan_template_and_example_plans.pdf)
- USEPA. 2016. Drinking Water Cyanotoxin Risk Communication Toolbox. Office of Water, Washington, D.C. Available online: <https://www.epa.gov/ground-water-and-drinking-water/drinking-water-cyanotoxin-risk-communication-toolbox>
- USEPA. 2016. Water Treatment Optimization for Cyanotoxins, version 1.0 Office of Water, Cincinnati, Ohio, Available online: [https://www.epa.gov/sites/production/files/2016-11/documents/water\\_treatment\\_optimization\\_for\\_cyanotoxins.pdf](https://www.epa.gov/sites/production/files/2016-11/documents/water_treatment_optimization_for_cyanotoxins.pdf)
- U.S. EPA. 2005. EPA QA Field Activities Procedure. Available online at: <https://www.epa.gov/sites/production/files/2015-03/documents/2105-p-02.pdf>

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 2-48								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    2	Title of Work Assignment/SF Site Name Harmful Algal Bloom Activities								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 09/27/2018 To 06/30/2019								
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Katherine Foreman							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Jennifer Chan							Phone Number: 202-564-3403			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							9/27/2018 (Date)			
							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-16-003  
WORK ASSIGNMENT 2-48  
AMENDMENT 2**

**Title:** Harmful algal bloom activities in drinking water

**Work Assignment Contracting Officer's Representative (WACOR):**

Katie Foreman  
US EPA, Room 2227B  
Mail Code 4607M  
1200 Pennsylvania Ave, N.W.  
Washington, DC 20460  
Tel: 202/564-3403; Fax: 202/564-3767  
E-mail: [foreman.katherine@epa.gov](mailto:foreman.katherine@epa.gov)

**Alternate Work Assignment Contracting Officer's Representative (AWACOR):**

Deborah Vacs Renwick  
US EPA, Room 2209U  
Mail Code 4607M  
1200 Pennsylvania Ave, N.W.  
Washington, DC 20460  
Tel: 202/564-5248; Fax: 202/564-3767  
E-mail: [vacsrenwick.deborah@epa.gov](mailto:vacsrenwick.deborah@epa.gov)

**Period of Performance:** September 27, 2018 through June 30, 2019

**Estimated Level of Effort:** 2,136 hours

**Background:** Cyanobacteria occur naturally in marine and fresh water ecosystems. Under certain conditions these cyanobacteria can rapidly grow producing harmful algal blooms (HABs). Some cyanobacteria are capable of producing cyanotoxins that can pose a risk to human and animal health. There are currently no U.S. federal guidelines, water quality criteria, standards or regulations for cyanobacteria or cyanotoxins in drinking water under the Safe Drinking Water Act.

On June 17, 2015, EPA published two health advisories (HAs) in drinking water for the cyanotoxins microcystins and cylindrospermopsin. The HAs provide states, drinking water utilities and the public with information on the health effects of microcystins and cylindrospermopsin, analytical methods for testing these cyanotoxins in water samples, and treatment approaches that effectively remove cyanotoxins in drinking water.

In conjunction with the health advisories, EPA released “Recommendations for Public Water Systems to Manage Cyanotoxins in Drinking Water”, which was developed to help states and utilities as they consider whether and how to manage cyanotoxins in their drinking water supplies. The document provides recommendations for helping public water systems (PWSs) manage the risks from cyanotoxins to their drinking water, including a framework PWSs can consider when planning their cyanotoxin risk management efforts.

On August 7, 2015, Public Law 114-45, titled the Drinking Water Protection Act, amended the Safe Drinking Water Act by adding Section 1459, Algal Toxin Risk Assessment and Management. Section 1459 directs the EPA to assess and manage algal toxin risk in drinking water through strategic planning, information coordination, and use of science. In November 2015, EPA submitted a strategic plan called “Algal Toxin Risk Assessment and Management Strategic Plan for Drinking Water” to Congress which includes, among other things, specific steps and timelines for evaluating human health risk from algal toxins and the identification of algal toxins of human health concern.

EPA executed parts of its strategic plan by recently developing cyanotoxin analytical methods, listing cyanotoxins on the fourth Contaminant Candidate List, including cyanotoxins in the fourth Unregulated Contaminant Monitoring Rule and researching drinking water treatment optimization. EPA also recently released multiple tools for PWSs and the public with the aim to prevent and mitigate risks from cyanotoxins in drinking water including: The “Cyanotoxin Management Plan Template and Example Plans” to assist public water systems in developing their own cyanotoxin management plan based on the recommendations document; the “Water Treatment Optimization for Cyanotoxins document” to assist public water systems in optimizing their treatment to prevent cyanotoxins from contaminated finished drinking water; and the Drinking Water Cyanotoxin Risk Communication Toolbox to help public water systems communicate the risks to public health from cyanotoxins.

Under this work assignment the contractor shall support EPA in continuing progress toward the goals outlined in the strategic plan by supporting the scientific understanding of the blooms and their toxins and supporting PWSs, states, and tribes manage the risks from harmful algal blooms and cyanotoxins to drinking water. PWSs, states, and tribes can face challenges from unregulated contaminants. EPA works to support these systems to protect public health from associated risks from unregulated contaminants.

The contractor shall utilize materials and analyses completed for previous efforts as much as possible. A list of some of these documents is provided in the “References” section at the end of this document. This list is not meant to be comprehensive and additional references could be added by either the contractor or the WACOR.

**Quality Assurance:** Task 1 of this work assignment requires the collection and analysis of primary and secondary data and Task 2 of this work assignment requires collection and analysis of secondary data. QA requirements for this WA will be addressed by an existing Project Specific Quality Assurance Project Plan (PQAPP) completed under Task 0 of WA 1-48 and will apply to Tasks 1 and 2. In the monthly progress report, the Contractor shall address the QA requirements outlined under Task 0, below.



## **Task Description:**

### Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the existing PQAPP. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. If the contractor determines there is a need for changes to quality assurance procedures, the contractor must notify and provide the reason and the details of the proposed change. If EPA agrees that changes should be made, the WACOR may direct the contractor to develop a PQAPP accordingly. Work on these tasks cannot proceed until the contractor receives the CL-COR's notification of approval.

**Deliverables:** Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

### Task 1.0: Support scientific understanding of harmful algal blooms and their associated toxins

#### *Task 1.1: Harmful algal bloom and cyanotoxin data collection*

The contractor shall provide logistical support for collecting data on harmful algal blooms, cyanotoxins, disinfection by-products and associated water quality indicators, including nutrients (nitrogen and phosphorus) and bromide, and field data in up to 10 PWSs through the end of 2018 into early 2019, as directed by the WACOR through technical direction. As directed by the WACOR through technical direction, the contractor shall support monitoring activities by providing the following: input on monitoring design details, regular communication and coordination with potential and confirmed participating PWSs, PWS monitoring guidance support, monitoring materials support, sample bottle preparation, sample shipping preparation and shipping support, chain-of-custody documentation for samples, monitoring training for select participating PWSs in person and/or through a webinar, laboratory analytical support, quality assurance support for laboratory data, secondary historical, operating data and water quality indicator data collection and other activities as directed through technical direction.

**Deliverables:** As directed through technical direction by the WACOR, draft(s) and final versions of laboratory reports, written reports and guidance and primary event and secondary data summaries, as specified in technical direction from WACOR.

*Task 1.2: Harmful algal bloom and cyanotoxin data management, interpretation and analysis*

The contractor shall manage data collected in Task 1.1 including primary laboratory data collected as well as any associated secondary historical data, operating data and water quality indicators as directed by the WACOR through technical direction. The contractor shall also collect and manage secondary data on cyanotoxins, harmful algal bloom indicators and/or disinfection by-products as directed by the WACOR through technical direction. The contract shall provide interpretation of the data and data analysis of the primary and secondary datasets as directed by the WACOR through technical direction. As directed by the WACOR through technical direction, the contractor shall support monitoring and analysis activities by providing the following: documentation of metadata and quality assurance for monitoring data, data summaries, monitoring and data spreadsheet development and maintenance, data analysis, data interpretive reports and other activities as directed through technical direction.

Deliverables: As directed by the WACOR through technical direction, complete monitoring data spreadsheet with all the monitoring information and documentation of metadata including the quality assurance information for each monitoring event and for secondary data collected, draft and final versions of data summaries, analysis and interpretive reports.

Task 2.0: Support activities related to harmful algal blooms and their associated toxins – NO CHANGE

As directed by WACOR through technical direction, the contractor shall support EPA in the development of harmful algal bloom and cyanotoxin support documents and activities as necessary to meet the needs of the drinking water stakeholder community.

Deliverables: As directed by the WACOR through technical direction, the contractor shall provide necessary support for activities that may include such things as developing and reviewing existing documents and complete draft(s) and final versions of harmful algal bloom and cyanotoxin documents.

**Schedule of Deliverables:** The contractor shall deliver all draft and final documents in Microsoft Office documents and/or PDFs and will comply with the EPA's 508 compliance requirements for posting on the Internet as directed by the WACOR through technical direction. Unless otherwise requested by the WACOR in writing, the contractor shall deliver all other products electronically.

Task	Deliverable Description	Subject to QA	Due to EPA	No. of copies
0	Work plan, Technical Progress Reports	N	Per contract requirements	1

Task	Deliverable Description	Subject to QA	Due to EPA	No. of copies
1.1	Logistical and materials support, laboratory reports, monitoring event summaries	Y	For logistical support - within 1 week of technical direction from WACOR, unless otherwise directed by the WACOR. For written documents, draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise directed by the WACOR.	1
1.2	Spreadsheet, metadata reports, data interpretive reports	Y	Draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise directed by the WACOR.	1
2.0	Draft and final versions materials and documents.	Y	Draft within 2 weeks of technical direction from WACOR, final within 1 week of EPA comments on draft, unless otherwise directed by the WACOR.	1

**Travel:** Travel is possible from the Contractor to support the work outlined in Task 1.1. For planning purposes, the contractor shall assume travel for one project staff for one project site visit. The contractor shall assume the visit will require 1-2 days to support project activities with the specific location to be determined at a later date. However, for planning and estimate purposes, the contractor shall project training site travel costs based on the cities of San Francisco, California.

**Conference/Meeting Guidelines and Limitations:** The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**QUALITY ASSURANCE SURVEILLANCE PLAN  
TECHNICAL AND ADMINISTRATIVE PROGRAM SUPPORT FOR  
THE OFFICE OF WASTEWATER MANAGEMENT (OWM)**

<b>Performance Management</b>	<b>Measurable Performance Standards</b>	<b>Surveillance Methods</b>	<b>Incentives/Disincentives</b>
<b>Management and Communication:</b> The Contractor shall maintain contact with the EPA Contract Officer (CO), Contract Level Contracting Officer's Representative (CL-COR), and Work Assignment Contracting Officer's Representative (WACOR) throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate WACOR. In such cases where issues have a direct impact on project schedules and cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules and cost, time, or quality, shall be brought to the attention of the appropriate WACOR within 3 days of occurrence.	100% of active work assignments (WA) under the contract will be reviewed by the CL-COR or WACOR monthly (via the monthly progress report) to identify unreported issues. The WACOR will report any issues to the CL-COR who will bring the issue(s) to the contractor's attention through the CO.	Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.

<p><b>Timeliness:</b> Services and deliverables shall be in accordance with schedules stated in each work assignment, unless amended or modified by an approved EPA action.</p>	<p>Annually, 90% of all submitted deliverables shall be submitted no later than 6-days past the due date.</p>	<p>100% of active WAs under the contract will be reviewed by the CL-COR or WACOR monthly (via monthly progress report &amp; milestones established for each deliverable) to compare actual delivery dates against those approved. The WACOR will report any issues to the CL-COR who will bring the issue(s) to the contractor's attention through the CO.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Schedule.</p>
<p><b>Cost Management and Control:</b> The contractor shall monitor, track, and accurately report level of effort, labor cost, other direct cost, and fee expenditures to the EPA through progress reports and approved special reporting requirements. The contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping and cost control.</p>	<p>The contractor shall manage costs to the level of the approved ceiling on the WA. The contractor shall notify the WACOR, CL-COR, and CO when 75% of the approved funding ceiling for the WA is reached. If a contractor fails to manage and control cost, any resultant overrun cannot exceed the total contract obligation for that period.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual WA expenditures. The CL-COR shall review the Contractor's monthly progress reports and request the WACOR's verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Cost Control.</p>

<p><b>Technical Analyses:</b> Analyses conducted by the contractor shall be factual, defensible, and based on sound science and engineering. All data shall be collected from reputable sources and QA measures shall be conducted in accordance with agency requirements and any additional requirements outlined in individual work assignments. Any work requiring the contractor to provide options or recommendations shall include the rationale use in selecting the option/recommendation and all other options considered. The contractor shall abide by its Quality Management Plan (QMP) and applicable WA Quality Assurance Project Plan (QAPP).</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering.</p> <p>No more than 25% of reviewed deliverables and work products shall require revisions to meet the requirements of the QMP and QAPP.</p>	<p>EPA will review all analyses conducted by the contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>All work products will be reviewed to identify compliance with the QMP and applicable QAPP.</p>	<p>Two or more incidents per WA where the contractor does not meet the measurable performance for the given contract period will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Technical.</p>
--	--	--	--

## References:

- USEPA. 2015. Recommendations for Public Water Systems to Manage Cyanotoxins in Drinking Water. Available online at: <http://www.epa.gov/nutrient-policy-data/recommendations-public-water-systems-manage-cyanotoxins-drinking-water>
- U.S. EPA. 2015. Drinking Water Health Advisory Documents for Cyanobacterial Toxins Washington, DC; June, 2015. Available online at: <https://www.epa.gov/nutrient-policy-data/drinking-water-health-advisory-documents-cyanobacterial-toxins>
- U.S. EPA. 2015. Health Effects Support Documents, Washington, DC; June, 2015. Available online at: <https://www.epa.gov/nutrient-policy-data/health-effects-support-documents>
- USEPA. 2016. Cyanotoxins Management Plan Template and Example Plans. Office of Water, Washington, D.C. Available online: [https://www.epa.gov/sites/production/files/2016-11/documents/cyanotoxins\\_management\\_plan\\_template\\_and\\_example\\_plans.pdf](https://www.epa.gov/sites/production/files/2016-11/documents/cyanotoxins_management_plan_template_and_example_plans.pdf)
- USEPA. 2016. Drinking Water Cyanotoxin Risk Communication Toolbox. Office of Water, Washington, D.C. Available online: <https://www.epa.gov/ground-water-and-drinking-water/drinking-water-cyanotoxin-risk-communication-toolbox>
- USEPA. 2016. Water Treatment Optimization for Cyanotoxins, version 1.0 Office of Water, Cincinnati, Ohio, Available online: [https://www.epa.gov/sites/production/files/2016-11/documents/water\\_treatment\\_optimization\\_for\\_cyanotoxins.pdf](https://www.epa.gov/sites/production/files/2016-11/documents/water_treatment_optimization_for_cyanotoxins.pdf)
- U.S. EPA. 2005. EPA QA Field Activities Procedure. Available online at: <https://www.epa.gov/sites/production/files/2015-03/documents/2105-p-02.pdf>

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-48				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-16-003			Contract Period   07/01/2016   To   06/30/2020 Base                      Option Period Number      2			Title of Work Assignment/SF Site Name Harmful Algal Bloom Activities				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From   09/27/2018   To   06/30/2019					
Comments: Amendment 3 increases the Level of Effort (LOE) hours by 188 from 2,112 to 2,300 at no additional cost to the Government. Per Contractor's email dated 5/2/19 and Program Office agreement additional LOE was needed to complete the work. A work plan/cost estimate is not required.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
SFO <input type="checkbox"/> (Max 2)										Note: To report additional accounting and appropriations data use EPA Form 1900-69A.
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 1,995						
07/01/2016 To 06/30/2020										
This Action:				0						
Total:				1,995						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Katherine Foreman  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-3403 FAX Number:			
Project Officer Name   Tangela Cooper  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name   Tammy Adams  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number: 513-487-2545			



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-49			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    2			Title of Work Assignment/SF Site Name Support for NPDES Branch Chief			
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 07/01/2018 To 06/30/2019			
Comments:									
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)  (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
07/01/2016 To 06/30/2021									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name    Virginia Kibler  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-0596 FAX Number:			
Project Officer Name    Robin Danesi  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name    Brad Heath <div style="display: flex; justify-content: space-between;"> <div>             _____            (Signature)         </div> <div>7/1/2018 _____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-16-003  
WORK ASSIGNMENT 2-49**

**Title:** Support for NPDES Branch Chief's Meetings and Communication of NPDES Permitting Processes

**Work Assignment Contracting Officer's Representative (WACOR):**

<b>Virginia Kibler</b> Phone: (202) 564-0596 Fax (202) 564-6392 <a href="mailto:kibler.virginia@epa.gov">kibler.virginia@epa.gov</a>	<b><u>USPS Mailing Address</u></b> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<b><u>Courier Address</u></b> WJC-East Building 1201 Constitution Ave., NW Room 7135M Washington, DC 20004
---	---	--

**Alternate Work Assignment Contracting Officer's Representative (AWACOR):**

<b>Amelia Letnes</b> Phone: (202) 564-5627 Fax (202) 564-6392 <a href="mailto:letnes.amelia@epa.gov">letnes.amelia@epa.gov</a>	<b><u>USPS Mailing Address</u></b> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<b><u>Courier Address</u></b> WJC-East Building 1201 Constitution Ave., NW Room 7135D 1/2 Washington, DC 20004
---	---	--

**Period of Performance:** July 1, 2018 through June 30, 2019

**Estimated Level of Effort:** 783 hours

**Background:** The purpose of this work assignment is to provide follow-up from the May 22-24, 2018 NPDES Branch Chiefs meeting in Denver, to facilitate two in-person Branch Chiefs meetings (anticipated to be held in Fall 2018 and Spring 2019), and to provide facilitation support for a set number of Branch Chief conference calls. This work assignment will support development of materials that are requested at these meetings, which will be added to the work assignment as they are requested. Task 2, develop a permit writers' clearinghouse, is an example of this type of task.

**Task Detail:** The contractor shall perform the following tasks:

**Task 0 - Work Assignment Management**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the Work Assignment clause (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial

reports which shall conform to the requirements particularized to the clause, F.2 REPORTS OF WORK (EPAAR 1552.211-70).

The contractor shall meet with the WACOR and/or the Alternate WACOR either in person or via telephone approximately two (2) hours per month to discuss work assignment issues. The contractor shall provide a status update for tasks via email before each meeting and an update of expenditures. The contractor shall meet via conference call with the WACOR on specific issues more frequently as directed by the WACOR for approximately three (3) meetings per month.

**Task 1: Facilitate up to two NPDES Branch Chief Meetings (Fall of 2018 and Spring 2019)**

The contractor shall provide the necessary support as described below to facilitate the NPDES Branch Chief meetings in the Fall of 2018 and the Spring of 2019. These meetings are usually held in Chicago and Denver though the location can change. For planning purposes use Chicago and Denver as the locations for these meetings.

- Participate in conference calls with HQ and regional staff to outline the agenda items and logistic of the meeting.
- Facilitate the logistic as per direction of WACOR
- Revise and finalize the meeting agenda for each NPDES Branch Chief meeting as per direction of WACOR
- Develop agendas based on prioritized topics from Branch Chief meetings and other relevant meetings
- Facilitate the NPDES Branch Chief meeting in Fall of 2018 and Spring of 2019 (location: TBD)
- Develop a list of action item from each meeting.
- Continue to facilitate and monitor the actionable items after each NPDES Branch Chief meeting.
- Provide notetaking support at each meeting and prepare a summary report to be delivered to the WACOR following each NPDES Branch Chief meeting

**DELIVERABLES:**

- Finalize the meeting agenda and logistic within a week of receiving final comments from WACOR
- Draft summary report within two weeks of the end of each NPDES Branch Chief meeting.
- Final summary report within one week of receiving comments from WACOR

LOE: 180 hours

## **Task 2: Develop NPDES Permit Writers Clearinghouse**

The contractor shall support the development of an NPDES Permit Writers Clearinghouse. This clearinghouse will include materials for permit writers such as state permit and factsheet templates, information on water quality standards and TMDLs, water quality models, and more. The contractor will work with EPA in three overlapping phases.

**Phase 1** – Identify types of materials. EPA has begun this work, but expects the contractor to support developing lists of types of materials used in permit writing as well as managing NPDES programs.

**Phase 2** – Develop organizational structure. EPA has a Water Finance Clearinghouse, which will be used as a model, and which has its own support contract for programming the actual Clearinghouse. This work will be related to identifying appropriate filters, etc to use in that structure

**Phase 3** – Collect documents. The contractor will be responsible for collecting and organizing the source documents for the Clearinghouse. This may include activities such as: web searches, collecting state information, tagging documents for content, making documents 508 scanning hard copies of documents, etc.

### **Deliverables:**

- Participate in weekly planning calls with EPA and states
- Provide a list of types of materials used in permit writing and other permit policy documents to EPA
- Provide an organizational structure for the Clearinghouse
- Collect, organize, and clean up as necessary documents for the Clearinghouse. EPA anticipates including up to 300 documents in the Clearinghouse.

LOE: 603 hours

### **SPECIAL INSTRUCTION:**

The contractor shall follow the Federal Green Policy whenever it is applicable

## DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

<b>Task</b>	<b>Item Require</b>	<b>Due Date</b>	<b>Number of Copies and Format Requirements</b>
0	Monthly progress report	Last week day of each month	1 copy - Word Format or PDF
<b>Task</b>	<b>Item Require</b>	<b>Due Date</b>	<b>Number of Copies and Format Requirements</b>
1	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Finalize the meeting agenda and logistic based on comments received from WACOR and/or Alt WACOR	Within 7 calendar days	1 copy - Word Format or PDF
	Draft summary report of each NPDES Branch Chief meeting	Within 14 calendar days of the end of each meeting	1 copy - Word Format
	Finalize summary report of each NPDES Branch Chief meeting	Within 7 calendar days of receiving comments from the WACOR	1 copy - Word Format or PDF
<b>Task</b>	<b>Item Require</b>	<b>Due Date</b>	<b>Number of Copies and Format Requirements</b>
2	Provide a list of types of materials used in permit writing and other permit policy documents to EPA	Within 2 weeks of EPA direction. Update as needed	1 copy of each- Word Format, PDF, or other appropriate electronic format
	Provide an organizational structure for the Clearinghouse	Within 1 week of EPA direction. Update as needed	1 copy of each- Excel Format, PDF, or other appropriate electronic format
	Plan for document collection, including schedule	Within 2 weeks of EPA direction	1 copy of each- Word Format, PDF, or other appropriate electronic format
	Collect documents for the Clearinghouse in a spreadsheet format which includes a description of the item. Provide list to EPA	Ongoing based on schedule	1 copy of each- Word Format, PDF, or other appropriate electronic format
	Organize, and clean up as necessary documents for the Clearinghouse.	Ongoing based on schedule	1 copy of each- Word Format, PDF, or other appropriate electronic format

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

## **CONTRACT PWS REFERENCE**

See Contract PWS **Task 3.1 National Program Development and Oversight page 5 and Task 3.9 Support for Meetings, Workshops, Conferences, and Webcasts Page 15**

## **ANTICIPATED TRAVEL REQUIREMENTS**

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract.

## **ADDITIONAL REQUIREMENTS**

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CLCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the CLCOR.

## **CONTRACTOR IDENTIFICATION**

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

## **CONTROL REQUIREMENTS**

### **Quality Assurance Project Plan (QAPP):**

A quality assurance project plan (QAPP) is not required for Tasks 1 and 2 of this project because they do not involve the generation, management, distribution, or use of environmental data that will be used or have the potential for use in environmental decision making.

### **Organizational Conflict of Interest:**

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

### **Notification of Conflicts of Interest Regarding Personnel:**

The Contractor shall immediately notify the CLCOR and the Contracting Officer of (1) any actual or potential personal conflict of interest regarding any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning

subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

#### Enforcement Sensitive Information

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

#### Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

#### Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The

contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

#### Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 2-49								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2019 Base                      Option Period Number    2	Title of Work Assignment/SF Site Name Support for NPDES Branch Chief								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 09/27/2018 To 06/30/2019								
Comments: The purpose of this Amendment 1 is to remove Virginia Kibler as the WACOR and to change Amelia Letnes from the Alternate WACOR to the WACOR.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2019										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name    Amelia Letnes							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5627			
							FAX Number:			
Project Officer Name    Jennifer Chan							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-3067			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name    Brad Heath							Branch/Mail Code:			
_____ (Signature)                      9/27/2018                      (Date)							Phone Number: 513-487-2352			
							FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 2-55																																																																		
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:																																																																		
Contract Number EP-C-16-003	Contract Period   07/01/2016   To   06/30/2021 Base                      Option Period Number    2	Title of Work Assignment/SF Site Name WRF & TSC Assistance Planning																																																																		
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS																																																																		
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From   07/20/2018   To   06/30/2019																																																																		
Comments:																																																																				
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund																																																																				
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.																																																																				
<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Line</th> <th>DCN (Max 6)</th> <th>Budget/FY (Max 4)</th> <th>Appropriation Code (Max 6)</th> <th>Budget Org/Code (Max 7)</th> <th>Program Element (Max 9)</th> <th>Object Class (Max 4)</th> <th>Amount (Dollars)</th> <th>(Cents)</th> <th>Site/Project (Max 8)</th> <th>Cost Org/Code</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code	1											2											3											4											5										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code																																																										
1																																																																				
2																																																																				
3																																																																				
4																																																																				
5																																																																				
Authorized Work Assignment Ceiling																																																																				
Contract Period:                      Cost/Fee:                      LOE: 07/01/2016   To   06/30/2021																																																																				
This Action:																																																																				
Total:																																																																				
Work Plan / Cost Estimate Approvals																																																																				
Contractor WP Dated:                      Cost/Fee                      LOE:																																																																				
Cumulative Approved:                      Cost/Fee                      LOE:																																																																				
Work Assignment Manager Name    Tanya Nix  <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>(Signature)</span> <span>(Date)</span> </div>		Branch/Mail Code: Phone Number: 913-551-7170 FAX Number:																																																																		
Project Officer Name    Robin Danesi  <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>(Signature)</span> <span>(Date)</span> </div>		Branch/Mail Code: Phone Number: 202-564-1846 FAX Number:																																																																		
Other Agency Official Name  <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>(Signature)</span> <span>(Date)</span> </div>		Branch/Mail Code: Phone Number: FAX Number:																																																																		
Contracting Official Name    Brad Heath <div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>(Signature)</span> <span>7/20/2018 (Date)</span> </div>		Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:																																																																		

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-16-003  
WORK ASSIGNMENT 2-55**

**TITLE:** Water Related Financial and Technical Small Community Assistance Planning

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

Tanya Nix  
USEPA REGION 7  
11201 Renner Blvd  
Mail Code: WWPDWIMB  
Lenexa, KS 66219

Phone: 913-551-7071  
E-mail: [nix.tanya@epa.gov](mailto:nix.tanya@epa.gov)

**PERIOD OF PERFORMANCE:** July 20, 2018 through June 30, 2019

**BACKGROUND**

The Wastewater Infrastructure Management Branch (WIMB), within the Water, Wetlands, and Pesticide Division (WWPD) of the Region 7 U.S. Environmental Protection Agency (EPA) has multiple responsibilities under the Clean Water Act (CWA) and the Safe Drinking Water Act (SDWA). These duties include assisting states in providing technical and financial assistance to small towns within the region to promote sustainability. To accomplish this mission, the branch provides planning assistance, management strategies, guidance, assessments and technical support tools for use by the States, Indian Tribes, Universities, and Small Towns.

**PURPOSE AND OBJECTIVE**

In WA 1-55, the contractor developed a water infrastructure assessment tool for small towns and tribes – where there is a population of 1000 or less with particular emphasis on those with a population of 500 or less. The tool assesses the integrity and longevity of the public water supply and wastewater infrastructure. The tool includes, at a minimum:

- Review of a town's public water supply (treatment and distribution) and wastewater (collection and treatment) infrastructure – collectively, “water systems”;
- Asset Management element to assess the status and useful life water systems;
- Vulnerability assessment;
- Identification of those system components in need of repair or replacement; and
- A scheme for ranking system components in order of needed repair or replacement.

The contractor identified communities to beta test the tool.

The contractor ascertained whether portions of existing documents/tools could be modified and combined to include in the tool that focuses on other small towns and tribes for use on a broader scale. For example, the EPA/Process Applications Composite Correction Program documents for drinking water and wastewater systems. This tool is designed to be used for multiple community applications.

The tool is advanced enough to accurately capture a picture of a small town's infrastructure status, while being simple enough to allow users with a modicum of technical drinking water and wastewater knowledge to utilize the tool.

WA 2-55 is intended to finalize the tools' beta testing process, modification based on beta test feedback, user guide, development of tool training slides in PowerPoint (and accompanying "test" version of a completed tools), and developing and presenting an educational webinar to train stakeholders to use the tool.

## **SCOPE OF WORK**

### **TASK 0: WORK ASSIGNMENT MANAGEMENT**

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from the WACOR for all ongoing tasks. The contractor shall provide a monthly progress report that includes implementation plan(s); issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities, as requested.

**Deliverables:** The contractor shall provide a monthly progress report that will include the task status. The contractor shall report task status to the WACOR by the 7<sup>th</sup> of each month. The contractor shall maintain a cumulative list of all technical directives. The contractor shall respond to requests from the WACOR for support of new content within 3 business days either with a written response or with a level of effort to complete the request. The contractor shall report in accordance with Contract Reporting Requirements.

### **TASK 1: Contractor shall continue to identify communities and test the tool using those communities**

#### ***Subtask 1A: Continued (from WA 1-55) Community identification***

The contractor shall continue to identify at least five small towns from WA 1-55 that are willing to allow the contractor to beta-test the tool on their water systems (depending on funding). During this phase, the contractor shall select one community to beta test the tool utilizing an entire community's drinking water system and underground infrastructure.

**Deliverables:** The contractor shall provide the names of the five small towns including the one town willing to participate in a full beta test to the WACOR for EPA approval within 30 days after contract implementation (depending on funding). Within 15 days of receiving EPA approval, the contractor will inform the small town of their participation status.

### ***Subtask 1B: Tool Testing Method***

The contractor shall develop a simple checklist to test the tool's effectiveness.

**Deliverables:** The contractor shall submit the draft tool test method checklist to the WACOR for review within 45 days from contract implementation. EPA will review the method. The Final version of the tool test method checklist is due within 15 days from receipt of EPA comments.

### ***Subtask 1C: Tool Testing-Working with the Town***

The contractor shall beta-test the final draft tool on the identified small towns water systems.

**Deliverables:** Within 60 days from contract implementation, the contractor will implement the tool for the EPA-approved small towns' water systems. The contractor shall submit a report of the tools effectiveness to the WACOR within 75 days.

## **TASK 2: Tool modification**

The contractor shall modify to tool based on the beta-testing results and EPA comments.

**Deliverables:** The contractor shall submit a modified tool based on the beta-test results to the WACOR for review within 90 days from contract implementation. EPA will review the tool. The final version of the tool is due within 30 days from receipt of EPA comments

## **TASK 3: Contractor shall provide tool usage training**

The contractor shall finalize a user manual to implement to the tool, develop training materials and provide training on the tool at a time and location identified by the WACOR not more than 120 days after acceptance of the final version of the tool.

**Deliverables:** The contractor shall finalize the tool user manual to the WACOR within 120 days from contract implementation. The contractor shall provide draft copies of the training materials and identify stakeholder training groups to the WACOR within 120 days from the contract implementation. Final versions are due within 15 days of receipt of comments from EPA. The contractor shall train stakeholder groups at a time and location identified by the WACOR not more than 150 days after acceptance of the final version of the tool.

## DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Require	Due Date	Number of Copies and Format Requirements
0	1 Monthly progress report 2 Respond to requests from the WACOR for new content	1 Due by the 7 <sup>th</sup> of the month. 2 Within 3 business days	1 copy - Word Format or PDF 2 Respond with a written response or with a level of effort to complete the request.
1	1 Continued community identification 2 Tool test method 3 Work with community	1 Within 30 days* 2 Within 45 days* 3 Within 60 and 75 days*	1 copy - Word Format or PDF 2 copy - Word Format or PDF 3 copy - Word Format or PDF
2	Tool modification	Within 90 days*	copy - Word Format or PDF
3	1 User Manual 2 Power Point Training Slides 3 In-person or Webinar Training Module	1 Within 120 days* 2 Within 120* days 3 Within 150* days, TBD	1 copy - Word Format or PDF 2 Respond with a written response or with a level of effort to complete the request 3 TBD

\*of contract implementation

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

### CONTRACT PWS REFERENCE

See Contract PWS Pages 9-14 of 28, **Task 3.4, “TECHNICAL AND ADMINISTRATIVE”**, **Pages 9-12 of 28, and Task 3.7, “PROGRAM SUPPORT INFORMATION**

***MANAGEMENT”, Pages 13-14 of 28.***

## **ANTICIPATED TRAVEL REQUIREMENTS**

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract.

## **ADDITIONAL REQUIREMENTS**

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the CL-COR.

## **CONTRACTOR IDENTIFICATION**

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

## **CONTROL REQUIREMENTS**

### Quality Assurance Project Plan (QAPP):

Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

### Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

### Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the CO of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in

performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

#### Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

#### Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the CL-COR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

#### Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.



All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

## PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p><b>Management and Communications:</b></p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays about deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>
<p><b>Cost Management and Control:</b></p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general,</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Contracting Officer's Representative to ensure</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the</p>

	should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.	that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.	current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.
<b>Quality of Product/Services:</b>  The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.	Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.	The WACOR will review all documents delivered under this work assignment for content accuracy.	If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.  Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 2-66								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2021 Base                      Option Period Number    2	Title of Work Assignment/SF Site Name Support for WEFTEC 2018								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 07/01/2018 To 06/30/2019								
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name    Tara Johnson							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number: 202-564-6186			
							FAX Number:			
Project Officer Name    Robin Danesi							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number: 202-564-1846			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number:			
							FAX Number:			
Contracting Official Name    Brad Heath							Branch/Mail Code:			
_____ (Signature)							7/1/2018 (Date)			
							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT  
CONTRACT EP-C-16-003  
WORK ASSIGNMENT 2-66**

**TITLE:** Support for the EPA Exhibit at the Water Environment Federation's WEFTEC Conference & Exposition 2018

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

<b>Tara M. Johnson</b> <b>Phone:</b> 202-564-6186 <b>Fax:</b> 202-501-2346 <a href="mailto:johnson.tara@epa.gov">johnson.tara@epa.gov</a>	<b><u>USPS Mailing Address</u></b> 1200 Pennsylvania Ave NW (MC 4204M) Washington, DC 20460	<b><u>Courier Address</u></b> 1201 Constitution Ave NW Washington, DC 20004
--	--	---

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWACOR):**

<b>Gajindar Singh</b> <b>Phone:</b> 202-564-0634 <b>Fax:</b> 202-501-2396 <a href="mailto:singh.gajindar@epa.gov">singh.gajindar@epa.gov</a>	1200 Pennsylvania Ave NW (MC 4204M) Washington, DC 20460	1201 Constitution Ave NW Washington, DC 20004
---	--	--

**PERIOD OF PERFORMANCE:** July 1, 2018 through June 30, 2019

**ESTIMATED LEVEL OF EFFORT:** 160 hours

**BACKGROUND:** WEFTEC, the Water Environment Federation's annual conference, is the premier national conference for the water and wastewater industry. Last year, WEFTEC attracted 22,860 participants representing federal, state, local and private entities. WEFTEC is a venue for EPA to network and share information, including research findings, with the water industry. WEFTEC 2018 will be held in New Orleans, Louisiana on September 29 – October 3, 2018.

EPA's Office of Wastewater Management (OWM), Office of Wetlands, Oceans, and Watersheds (OWOW), Office of Science and Technology (OST), Office of Research and Development (ORD), Office of Ground Water and Drinking Water (OGWDW), EPA Regions, and other offices participate in this conference. EPA's participation in this national conference requires contractor assistance for pre-event, onsite, and post-event support.

**PURPOSE AND OBJECTIVE**

During the period of performance, the contractor will support the various activities associated with exhibiting and participating in WEFTEC 2018 at the New Orleans Morial Convention Center in New Orleans, LA from September 29 – October 3. The work performed under this work assignment is similar in nature and scope to the support provided by MDB, Inc. under

previous task orders for WEFTEC 2009 through 2016, excluding 2013 due to the 2013 government shutdown and under WA 1-66 for this contract. The contractor will ensure compliance with Agency standards.

## **SCOPE OF WORK**

### **TASK 0: WORK ASSIGNMENT MANAGEMENT**

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE), and key deliverables upon request from EPA's Work Assignment Contracting Officer's Representative (WACOR) and/or Alternative WACOR for all ongoing tasks. Regularly scheduled conference calls and in-person meetings, as needed, will be coordinated between EPA's WACOR and the contractor to discuss the work assignment and progress of tasks. In addition, the contractor shall provide a monthly progress report that includes implementation plan(s), issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities, as requested.

**Deliverables:** The contractor shall provide a monthly progress report that will include the status of the implementation plan and issues encountered. The contractor shall report all expenditures and provide any relevant invoices as available. The contractor shall maintain a cumulative list of all technical directives. The contractor shall report in accordance with Contract Reporting Requirements.

### **TASK 1: HOLD KICK-OFF MEETING**

Within 10 business days following work assignment issuance, the contractor shall meet or hold a conference call with the WACOR to discuss the details and schedule of completion of tasks and their deliverables. At the meeting, the WACOR will clarify all task details as well as the schedule of deliverables with the contractor. The contractor shall submit a schedule of tasks to be completed and submission of deliverables to the WACOR for review and approval. This meeting is intended to ensure full understanding of the order and to ensure a full understanding of roles and expectations.

**Deliverables:** The contractor shall provide to the WACOR a schedule of tasks to be completed within 10 business days of the kick-off meeting.

### **TASK 2: ARRANGEMENTS FOR GOODS AND SERVICES TO SUPPORT EPA EXHIBIT**

The contractor shall provide all onsite rentals before "order discount deadline" expiration. These rental items are specified in the below list and include furniture (e.g. tables and chairs), electrical service, audio/visual equipment, computers and monitors, and phone and data transmission lines. The contractor shall also provide labor to set up and dismantle the booth.

Quantity Items required:

- Six (6) internet connections
- One (1) Hub rental for computer lines
- Six (6) Category 5 Cable 50 ft.
- Five (5) Desktop Computers – 1 for each kiosk
- One (1) Laptop Computer – for front reception desk

- Twelve (12) Stools
- Fifteen (15) Chairs
- Five (5) 6 ft. x 30 in. draped blue tables and draped fourth side
- One (1) small side table with draping
- Three (3) bistro tables
- Three (3) Lead Retrieval Devices
- Six (6) Electrical Connections (15amp, 120 volt, 1500 watt)
- One (1) Days' Vacuuming Service (prior to show opening)
- Fifty (50) square foot mesh reinforced plastic covering for carpet shipping post-show
- Drayage for approximately 6,000 lbs of freight
- Two (2) Days of installation labor based on previous experience (not weekend work)
- One and one-half (1.5) Days of dismantle labor (not weekend work)
- Supervision of Booth installation and dismantling from a company familiar with the booth
- Two (2) green plants 4 foot in brushed chrome container
- One (1) wireless microphone with speakers
- Liability insurance as required by New Orleans Morial Convention Center
- Various Conference Supplies (as needed)

As discussed during the close-out for WA 1-66, EPA will be replacing the 50'x50' carpet used at its booth. This carpet will be used for multiple years at WEFTEC. It is not anticipated that the separate carpet padding will need to be replaced at this time. The contractor will work with the WACOR to finalize the carpet choice and order the carpet.

**Deliverables:** The contractor shall provide copies of the order sheets by September 21, 2018 for the items listed above to confirm necessary items have been ordered and should be available onsite.

### **TASK 3: DELIVERY OF EPA EXHIBIT**

The contractor shall ship approximately 6,000 lbs of exhibit crates and handout materials (skid mounted), from the EPA's Blue Ash, Ohio warehouse to the New Orleans Morial Convention Center in New Orleans, LA and at the end of the show shipping ship back to EPA's Blue Ash, Ohio warehouse.

These items all reside in or will be shipped from EPA's Blue Ash, Ohio warehouse in advance of the shipment date. The contractor shall provide EPA's warehouse with proper shipping labels and a bill of lading for the release of the crates and document skids.

**Deliverables:** The contractor shall provide shipping labels and bill of lading by October 19, 2018.



#### **Task 4: PREPARATION OF FLASHDRIVES FOR DIGITAL TRANSFER OF EPA MATERIAL**

In an effort to reduce environmental impacts of printing and shipping paper hard copies of documents, the contractor shall upload electronic documents provided by EPA onto flashdrives for distribution at WEFTEC 2018. The contractor will provide and prepare 1,750 flashdrives. These flashdrives should be ordered through a GSA approved vendor. EPA will provide lanyards and key rings for assembly (currently stored with the booth at EPA's Blue Ash, Ohio warehouse). The contractor shall lock down the material on the flashdrive so it cannot be edited. The contractor shall also provide a business-card sized description of the flashdrive and its contents and shall attach the description to each key ring. These will be attached to the flashdrive to ensure that the contents of the flashdrives are apparent to attendees that take one. EPA will provide an example to the contractor. Per discussions related to WA 1-66, these flashdrives and related business-card sized description attachments are considered promotional items within the submitted 5170 approval request.

The contractor will ship assembled flashdrives to the New Orleans Morial Convention Center in New Orleans, LA.

This task was previously done for WEFTEC 2011-2017 (excluding 2013) with great success. EPA is looking to continue that effort by adding new and updated materials from various offices as well as locking the materials down to prevent edits.

**Deliverables:** The contractor shall provide 1,750 loaded and assembled flashdrives to EPA at WEFTEC 2018 at the New Orleans Morial Convention Center in New Orleans, LA.

#### **Task 5: ONSITE SUPPORT**

The contractor shall provide one employee to provide onsite support to the EPA exhibit; supervise assembly and disassembly of the exhibit; maintain documentation; troubleshoot; and interact with EPA coordinators. The contractor employee shall not represent himself or herself as an EPA employee and shall clearly identify himself or herself as a government contractor.

**Deliverables:** The contractor shall supervise assembly of display units and maintain their operation for the entire length of the WEFTEC conference and supervise disassembly of units post-show.

#### **Task 6: PRE- AND POST-SHOW SURVEYS**

As part of the WEFTEC 2018 pre- and post-show activities, the contractor shall generate online surveys to distribute to the leads gathered via the Lead Retrieval Devices. The questions have been preset as part of the approved EPA ICR number 2434.37. No additional question shall be added or substituted. OWM is gathering this information from participants so that it can be used to better prepare for the coming year's conference and to determine ways the WEFTEC EPA exhibition booth can be improved after the show. The WACOR will provide the questions at the kick-off meeting.

**Deliverables:** The contractor shall provide an online pre-show survey consisting of the approved questions for WACOR review within 15 business days of the kick-off meeting. Results from the pre-show survey will be consolidated, analyzed, and provided to the WACOR by August 10, 2018. The contractor shall provide an online post-show survey consisting of the approved questions for WACOR review no later than October 5, 2018. Results from the post-show survey will be consolidated, analyzed, and provided to the WACOR by November 9, 2018.

## **DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS**

<b>Task</b>	<b>Item Require</b>	<b>Due Date</b>	<b>Number of Copies and Format Requirements</b>
0	Monthly progress report	Last week day of each month	1 copy - Word Format or PDF
1	Schedule of tasks to be completed	Within 10 business days of the kick-off meeting	1 copy - Word Format or PDF
2	Copies of the order sheets	No later than September 21, 2018	1 copy of each - PDF
3	Shipping labels and bill of lading	No later than October 19, 2018	1 copy of each - PDF
4	Purchasing flashdrives	No later than September 10, 2018	1750 flashdrives
5	Ordering business-card size descriptions for distribution with flashdrives and lanyards	No later than September 10, 2018	1750 copies
6	Loading of flashdrives with EPA-provided material	No later than September 21, 2018	1750 loaded flashdrives loaded with EPA provided materials and locked to prevent editing
7	Assembly of flashdrives, key rings, lanyards and description cards	No later than September 30, 2018	1750 assembled flashdrives for distribution during WEFTEC 2018
8	Online pre-show survey	Within 15 business days of the kick-off meeting	1 online survey sent to leads
9	Results of online pre-show survey	No later than August 10, 2018	1 consolidated and analyzed report of all survey responses received
10	Online post-show survey	No later than October 5, 2018	1 online survey sent to leads

11	Results of online post-show survey	No later than November 9, 2018	1 consolidated and analyzed report of all survey responses received
----	------------------------------------	--------------------------------	---

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

## **CONTRACT PWS REFERENCE**

Task 3.7 “Information Management”, Page 14 of 28, Task 3.7.9: The contractor shall provide outreach support in coordinating logistics, site selection, and site reservation for EPA sponsored award programs, public hearings, workshops, conferences, and meetings related to regulatory and program development.

## **ANTICIPATED TRAVEL REQUIREMENTS**

All travel shall be approved in advance by the Contract-Level Contracting Officer’s Representative (CL-COR) and shall be in accordance with the Contract.

## **ADDITIONAL REQUIREMENTS**

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-CCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the PO.

## **CONTRACTOR IDENTIFICATION**

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

## **CONTROL REQUIREMENTS**

### Quality Assurance Project Plan (QAPP):

All work conducted under this WA is subject to the guidelines of the contract quality management plan. A separate QAPP is not anticipated for this WA. The requirements of Task 6 are covered under EPA ICR number 2434.37. Survey responses will consist of opinion-based feedback only. No environmental data will be collected.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

#### Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

#### Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

## PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p><b>Management and Communications:</b></p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays about deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>

<p><b>Cost Management and Control:</b></p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The EPA CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Contracting Officer's Representative to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.</p>
<p><b>Quality of Product/Services:</b></p> <p>The contractor shall ensure documents developed under this work assignment are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR will review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.</p>

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-66				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2019 Base                      Option Period Number    2			Title of Work Assignment/SF Site Name Support for WEFTEC 2018				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 12/21/2018 To 06/30/2019				
Comments: The purpose of this Amendment 1 is to incorporate a funding ceiling of \$63,552.40. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 07/01/2016 To 06/30/2019    Cost/Fee:    LOE:										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:    Cost/Fee    LOE:										
Cumulative Approved:    Cost/Fee    LOE:										
Work Assignment Manager Name Tara Johnson  _____ (Signature)                      (Date)							Branch/Mail Code: Phone Number: 202-564-6186 FAX Number:			
Project Officer Name Jennifer Chan  _____ (Signature)                      (Date)							Branch/Mail Code: Phone Number: 202-564-3067 FAX Number:			
Other Agency Official Name  _____ (Signature)                      (Date)							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath  _____ (Signature)                      (Date)							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			